

TOWN OF WATERBORO

The Town of Waterboro is recruiting to fill the position of Public Works Director. The position is for 20 hours per week but may be expanded to full time in future years.

PUBLIC WORKS DIRECTOR

GENERAL SUMMARY

The Public Works Director is responsible for the general management of the Public Works Department and for directing all phases of municipal public works including budget preparation, fleet maintenance, road maintenance and winter operations. Waterboro contracts out 63 miles of snow plowing so the only plowing/sanding town staff conducts is with a one ton truck for the Transfer Station, Library, Town Hall, Fire Stations and two parking lots. The position also acts as the Supervisor of the town's Transfer Station. The Director works under the general supervision of the Town Administrator and works closely with other municipal departments and with various state and federal agencies and the general public.

POSITION CLASSIFICATION: This position is classified as an exempt position for 20 hours per week with a \$25,000 to \$30,000 salary. There are no benefits associated with this position other than mileage reimbursement. The position may increase in hours, responsibilities and compensation during subsequent years. When it does change to full time, a complete benefits package will be available then.

Interested applicants should submit (by hard copy or email) a resume and cover letter before noon Friday October 14, 2016 to Waterboro Town Administrator Gary Lamb, 24 Townhouse Road, East Waterboro, ME 04030 (administrator@waterboro-me.gov). Please call Administrative Assistant Sherry Nadeau with any questions (247-6166, ext. 101) or to obtain a more complete job description.