

TOWN OF WATERBORO

The Town of Waterboro is looking to hire a Public Works Director per the following job description. The position is 20 hours per week but may be expanded to full time in future years. 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 the Town Administrator with any questions (247-6166, ext. 100).

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 town staff conducts is for the Transfer Station, Library, Town Hall, Fire Stations and two parking lots with a one ton truck. 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.

ESSENTIAL JOB FUNCTIONS

- Must hold a valid Maine Driver's License and be insurable in a normal risk pool.
- Must be available to work extra hours as needed all year long during evenings, weekends, and weekdays under moderate to high stress as weather conditions or local emergencies dictate.
- Must be able to supervise the daily functions of a public works department.
- Must be able to stand, walk, talk, listen, stoop, kneel, reach, and lift up to and occasionally over 50 lbs.
- Must have the experience and knowledge to safely organize and supervise road improvement projects

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

DUTIES AND RESPONSIBILITIES

- Is responsible in directing road and sidewalk maintenance and construction programs and ensures work is done in a safe and OSHA compliant manner
- Inspects the work of contractors and vendors engaged in Public Works activities.

- Is responsible for oversight of repairs and maintenance of all town properties and infrastructure.
- Recommends policies and coordinates activities in accordance with general policies established by the Board of Selectmen and Town Administrator.
- Handles complaints from the public and ensures good customer service within the department.
- Prepares department budget for presentation to the Town Administrator, controls expenditures and approves all requisitions.
- Provides overall supervision of Transfer Station staff and works closely with the Transfer Station manager who directs daily operations there.
- Reviews all subdivision and site plan applications as needed and provides advice to Planning Board, Code Enforcement Officer and Town Planner concerning public works infrastructure.
- Updates the Town Administrator on all public works activities and problems.
- Issues driveway permits
- Works closely with the Recreation Department and other staff to prioritize and plan work projects as needed.

SUPERVISORY RESPONSIBILITIES

- This position supervises the public works department employees including all Transfer Station staff.

EXPERIENCE, TRAINING, AND SKILL REQUIRED

- Ability to plan, organize, and supervise employees is essential. You must demonstrate considerable knowledge and experience with the principles and practices of road construction, maintenance, drainage and repair.
- Working knowledge of financial, administration, and budgeting processes.
- The ability to establish and maintain effective working relationships with employees, other Town officials, and the general public.
- Ability to communicate effectively.
- Knowledge of traffic laws, ordinances, and rules involved in equipment operation.

The above statements are intended to describe the general nature of work being performed by people assigned to do this job. It is not intended to be an exhaustive list of responsibilities and duties required. This job description may be changed, at any time, at the sole discretion of the Town of Waterboro to provide for the changing community needs of the Public Works Department.