



JOB ANNOUNCEMENT



Town of Freedom Public Works Director

The town of Freedom, Maine (pop. 727 +/-) has an immediate opening for a Public Works Director.

Nature of work:

The Public Works Director is responsible for administrative, supervisory and technical work directing and coordinating the operations of the Public Works Department for the Town of Freedom. It is a position appointed by the Selectmen. The work is to be performed with considerable independence, subject to review through observation, reports and results achieved.

Essential Duties and Responsibilities:

Manage Public Works Staff and Operations

- Supervises all Public Works and Solid Waste activities including road maintenance and construction, snow removal and equipment maintenance.
- Able to interview and hire drivers and other workers in conjunction with the Select Board who will have final say in all hiring and firing. Also able to manage employees, set up work schedules of work to be performed, and be willing to take appropriate disciplinary action when necessary.
- Have the weekly payroll and bills at the town office by 9:00 AM every Monday morning.
- Alerts Select Board of emerging Public Works Building maintenance needs.

Develop and oversee budgets and Capital improvement plans including coordination with contractors

- Work with the Select Board and the Budget Committee to prepare and administer the departmental budget, and the scheduling of departmental activities and projects.
- Supervises long and short-term program planning including work with MDOT and other resources for long-term planning
- Prepares bid specifications for all equipment and projects and coordinates all purchasing consistent with Town of Freedom bid policy
- Initiates and contracts, with advice and approval from the Selectmen, on all construction and repair projects.
- Maintains awareness of the impact of expenditures including overtime on the budget. Alerts Select Board of looming budget shortfalls.

Ensure compliance with Safety and environmental regulations

- Oversees and keeps records for the repair and maintenance of all municipal vehicles and equipment and is responsible for maintaining the Town Garage facility
- Insures implementation and compliance with all Federal and State regulations relative to all Public Works and Solid Waste activities.
- Maintains and safely keeps all records, instruments, plans, profiles, engineering studies, records of surveys and all other property and papers related to the Public Works Department.

Selectboard communications and public inquiries

- Advises Selectmen on all Public Works and Solid Waste activities and problems.
- Presents a weekly work report and attends one Select Board meeting per month or more at his/her discretion to discuss public works activities.
- Attends Budget Committee meetings to develop the Public Works annual budget.
- Refers all citizen inquiries and complaints to the Select Board on a timely basis. Also works with the Select Board to resolve any issues.
- Performs related work as required and as requested by the Select Board.

Hiring and staff supervision

- Able to interview and hire drivers and other workers with the advice and consent of the Selectmen. Able to manage employees, set up schedules of work to be performed, and be willing to take appropriate disciplinary action when necessary.
- Have the weekly payroll and bills at the town office by 9:00 AM every Monday morning.
- Compensation, benefits and stipends will be set at least annually per Select Board policies.

Qualifications

- Significant experience in municipal public works including work as a labor foreman on major road construction and maintenance activities and/or training or course work in civil engineering or related field or a suitable combination of training and experience.
- At least a Class A driver's license.
- Experience in heavy equipment operation and repair in order to oversee the repair and maintenance of all municipal vehicles and equipment.
- Ability to organize, direct and coordinate the activities of the department.
- Ability to work closely and collaboratively with the Select Board.
- Ability to develop long-term plans and programs and to make sound decisions on matters of operations, policy and administrative problems
- Knowledge of Maine infrastructure standards and regulations
- Strong leadership and project management skills

APPLICATION INFORMATION

To apply, please send a letter of interest, resume, references and salary requirements to:

Selectmen
Town of Freedom
71 Pleasant St
Freedom, ME 04941

Job applications can be found at www.freedomme.org

This is a full-time position with health insurance and paid time off benefits. Salary is commensurate with experience.