

Class Title: Director of Public Works

FLSA: Exempt

Salary begins at \$48.14 and will be increased based on experience

Posting Closes: 11/12/24

Director of Public Works

The Town of Old Orchard Beach is seeking a new Director of Public Works. This is a highly responsible administrative and advanced technical position directing all elements of public works operations. This includes overseeing and managing the maintenance and construction of public infrastructure such as roads, sewer, storm drains, and sidewalk infrastructure. The Public Works Director is also responsible for department equipment operations and maintenance, winter operations, beach management and personnel management.

Work is performed with general independence under the supervision of the Town Manager.

Essential Duties and Responsibilities

- Oversee all aspects of public infrastructure maintenance and construction, including roads, sidewalks, sewer, storm drain, etc.
- Responsible for managing, training and motivating personnel within the public works department.
- Develops and manages the public works department operating budget, and capital budget for each division of Public Works.
- Develops and implements policies, procedures and standards related to public works, as well as ensuring compliance with relevant regulations and laws.
- Works closely with other Town departments, agencies, and contractors.
- Responds timely to address public comments and complaints related to public works.
- Confers with independent engineering consultants regarding development and site plan review services and submit written opinions to the Planning Department staff as needed.

- Assists in the procurement and bidding process for public works projects and equipment purchases; evaluates and makes recommendations to the Town Manager and the Town Council regarding major purchases.
- Oversee the management of the MS4 program for Public Works, ensuring compliance with permit requirements.
- Interprets and enforces ordinances pertaining to Public Works.
- Attend meetings and seminars to stay up to date with development in Public Works technology and best practices to ensure the department remains innovative and progressive.

Desired Minimum Qualifications

- Bachelor's degree in civil engineering, public management, or a related field or an equivalent combination of education and municipal public works experience.
- Five to ten years proven experience in Public Works administration, management experience in municipal operations, construction management, or any equivalent combination of experience, training and certification.
- Proven knowledge in capital planning and departmental budgeting.
- Considerable knowledge of the local, state, and federal laws and regulations applicable to municipal public works activities.
- Demonstrated ability to manage Public Works activities on a large scale and in a coordinated manner.
- Strong communication skills, both orally and written.
- Excellent leadership and management skills.
- Ability to establish and maintain effective working relationships with governmental officials, other agencies, subordinates, and the public.

Tools and Equipment Used

Personal computer, including word processing, I W o r q s data base program, and e x c e l spreadsheet applications, telephone, fax machine, photocopy machine and all public works and utility specific tools and equipment used by department employees.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities

to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tool or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment ranges from very quiet in the office to extremely loud at public works job sites or in the maintenance garage. This position also encounters and must endure significant inclement weather.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Town of Old Orchard Beach is an equal employment opportunity employer.

Submit Applications & Resumes to:

Town of Old Orchard Beach
Attn: HR Office
1 Portland Ave

Old Orchard Beach ME 04064
Email: fbeaulieu@oobmaine.com