

Town of Portage Lake

Public Works Director Job Description

Job Summary

Works under the direction of the Town Manager/Road Commissioner. Must be knowledgeable in road construction and repair, including snow plowing and road sanding. Must have a working knowledge of and be able to operate & maintain all equipment associated with road and building & grounds maintenance.

This is a supervisory position responsible for the work of subordinates and, at times, assisting the Town Manager in monitoring subcontractor work. Performs all other duties as assigned or requested.

Duties & Responsibilities

- Operate and/or supervise the operation of heavy equipment in the construction and maintenance of roads, culverts, drainage systems, municipal buildings & grounds, cemetery and parks
- Maintain all town equipment including: trucks, backhoe, plows, sanders, lawn mowers, weed-whackers, pressure washers, chain saws, pavement cutters, vibrating compactors, glass crusher and all shop tools
- Perform scheduled preventative and routine maintenance on all heavy equipment and keep records of all maintenance performed
- Perform and/or supervise the repair of equipment including replacement of fluids, filter, grease fittings, minor welding tasks, hose or fitting replacement and other mechanical tasks
- Schedule work assignments, supervise subordinates, oversee the maintenance and repair of municipal vehicles and update maintenance logs.
- As directed, install or remove street or informational signs, remove downed trees and brush, and general clean-up of town streets and parking lots
- Using the town's purchase order system, order the necessary parts and material to maintain town vehicles, heavy equipment, roads and municipal buildings
- Wash & clean all town vehicles and heavy equipment inside and out on a regular basis
- Keep the Public Works garage neat and orderly, and assure all OSHA safety requirements are being met, including placement of safety signage and the use of personal safety equipment.
- Assist the Town Manager in developing an annual Public Works Department budget
- Maintain records of all Material Safety Data Sheets (MSDS) of all liquids and chemicals used by Public Works or the Town Office
- Responsible for general maintenance issues at the Town Hall and all other Town owned properties
- Maintenance of the Municipal Cemetery, including digging graves & filling sink-holes as necessary
- Maintain flags on Main Street, at the municipal cemetery, and the Town Square
- Perform work independently or with subordinates, as necessary

Job Requirements

- Possess a general knowledge of local roads, ordinances, DEP & state safety and OSHA regulations as they pertain to road construction and repairs, paving, ditching and culver installation
- Have a good knowledge of OSHA's safety requirements as they pertain to personal safety (safety glasses, hard hats, gloves, ear protection, respirators, face shields, etc.)
- Have a good knowledge of OSHA's safety requirements as they pertain to the use of shop equipment (grinders, air tools, lubricants, paints, air compressors, weld machines, tampers/compactors, oxy/acetylene cutting torches, power saws, drills & drill press, glass crusher, etc.)
- Have a good knowledge of OSHA's requirement for periodic inspecting, load testing, and record keeping of rigging equipment (slings, hoists, chain falls) and other special lifting equipment
- Verify the fire suppression CO2 bottles are periodically inspected and ready for use in all municipal buildings and vehicles (if any)
- Ability to read and interpret engineering plans for road construction and to follow prescribed lines and grades
- Ability to establish and maintain effective work relationships with Town Officials, subordinates and the general public
- Physically and mentally capable of performing essential job functions; stamina and flexibility to work overtime, nights, weekends and holidays during snow storms or other emergencies. Ability to work in adverse climate condition.
- Minimum Maine State driver's license with no violations. Follow the requirements of the State of Maine Department of Transportation's drug and alcohol policy.
- Abide by the Portage Lake Personnel Policy
- Willing to attend training as necessary to obtain new skills or certifications. May require out of town or overnight travel

Education & Experience

- At least a High School diploma or equivalent
- Extensive experience as a labor director on road construction, heavy equipment operator, equipment maintenance or equivalent combination of related experience and training

Special Requirement

- Satisfactorily pass a pre-employment drug test