

**Town of Denmark
Help Wanted
Public Works Director**

The Town of Denmark is taking application to fill an opening for Public Works Director. This position will have a start date of July 3, 2023, with a training period of two months with the current director. This is a supervisory position. Duties include supervising all Public Works and Transfer Station employees. Supervise all Public Works activities including highway and road maintenance, construction, snow removal, building and equipment maintenance and Transfer Station. Supervise, plan, calculate cost of short- and long-term department programs and construction projects. Perform administrative duties, including maintaining employee records, work schedules, submitting weekly payroll. Administer on job training, and compliance with DOT. A full job description is posted on the Town's website or you can request one by emailing the Town Manager.

The ideal applicant shall have; the ability to deal courteously with the public. Have extensive knowledge in construction methods, materials and equipment. Have a working knowledge of municipal finance, administration and budgeting. Have the ability to organize, direct and coordinate activities of the department and to establish effective working relationships employees and public. Have knowledge of traffic laws, obtain knowledge of the geography of the Town, willing to work night and weekends during winter season.

An applicant applying for this position should be able to continuously maintain a Class B drivers license and pass random drug testing. This position reports directly to the Town Manager.

This is a 40-hour Full Time, non-union, "on-call" position. The Public Works Department work week is Monday – Thursday. Benefits include, health insurance, vacation time, sick time and holiday pay. The Town of Denmark offers competitive pay rate, this is salary position, pay will be based on experience and knowledge.

To apply: application may be picked up at the Town Office during business hours, or you may email the Town Manager to request an application – townmanager@denmarkmaine.org. Review of applications is expected to begin immediately. The position will remain open until filled.

The Town of Denmark is an Equal Opportunity employer.