

Windham

Maine



Public Works Director Opening

If you have the passion and skills to

- Meet the demands of rapid growth with high quality services;
- Cultivate a work culture based on empowerment and trust;
- Employ the most professional methods, tools, and staff resources to meet the needs and expectations of the community; and
- Look toward continuous improvement and innovation for not just today, but also for tomorrow.

then this could be your best career move!

Town of Windham, Maine

As the 9th largest town in the State of Maine, Windham is the Gateway to the Sebago Lakes Region. Windham is a business-friendly community that provides a high-quality of life, a vibrant economy, and a welcoming atmosphere, while protecting the Town's rural characteristics and natural resources. Windham's diverse shopping and dining options, innovative manufacturers, and the short drive to both quiet of the Sebago Lakes region and the excitement of Portland makes Windham a great place to live, work and play.

Local Government

Under the Town Charter, the Town is governed by an elected seven-member Town Council and managed by a professional, Council-appointed Town Manager who oversees the day-to-day operations of the Town.

The Town of Windham is a multi-service community, providing police and fire protection, public works services, a public library, recreation and social services, and a full range of centralized administrative services - including finance and human resources. The Town, through all its departments, is committed to a workplace free of harassment and discrimination.

The Department and the Position

The Public Works Department operates on a budget of approximately 4.1 million with 27 employees (12 union and 15 non-union) and is comprised of 4 divisions including: Public Works Administration, Highway, Facilities and Grounds and Fleet Maintenance. The Public Works department maintains all the Town's infrastructure, including all Buildings and Grounds.

Under the general direction of the Town Manager, the Public Works Director is expected to be an active and collaborative member of the Town's Leadership Team. The Public Works Director exercises considerable independent initiative and judgement while planning, organizing and directing the activities of the department. The Director supervises and evaluates the performance of assigned personnel, determines, and implements department programs, policies, and processes, and conducts long-term planning in support of the Town's strategic plan. The selected candidate will be replacing the current Public Works Director who is retiring in November of 2023, after 31 years with the Town.



Opportunities and Challenges

New Facility: The Public Works Shared Maintenance Facility was built 4 years ago, has all up-to-date and state-of-the-art equipment and class A office spaces as well as ample conference and training rooms.

Stable funding for street and infrastructure maintenance and repairs: The Public Works Director will need to work with Town leadership, the community and other government partners to identify funding options for consistent and reliable funds for maintenance and repairs.

Partnerships to maximize resources: The Public Works Director will develop as well as strengthen relationships with the Department of Transportation, other public (county and state) agencies for collaboration on projects, shared operations, and efficiencies.

Capital Projects: The Public Works Director will manage capital projects including sidewalks, road paving, street reconstructions, and capital road and facilities projects, as well as specifications and bid requests for replacement and new equipment.

The Successful Candidate:

Required Education and Experience:

- Bachelor's degree in Public Administration, Business Administration, Construction Management, Civil Engineering or related field from an accredited college/university;
- Ten (10) years' experience in municipal management with a public works focus, public works management, construction management or similar management level position;
- A background of progressively responsible supervisory positions; working knowledge of Maine statutes with respect to public highways; or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills, and abilities.

Additional Eligibility Qualifications:

- Valid Maine driver's license, Class C.
- Management training certifications.
- Computer literacy and knowledge of MS Office Word, Excel, and Outlook programs.



Compensation and Benefits

The salary range for the Public Works Director position is \$95,596 to \$121,098 annually and is commensurate with qualifications and experience.

The Town of Windham offers a competitive benefits package including:

- 96 hours of paid sick leave per year
- 80 hours of earned paid leave (vacation) through end of year six, 120 hours of earned paid leave through the end of year 11, and 160 hours of earned paid leave starting in year twelve
- 13 paid holidays each year
- Maine Municipal Health Trust PPO 500 plan through Anthem, that the Town pays 90% of the coverage of the premium for the employee and 75% of the additional cost of dependent coverage. If health coverage is not needed and proof of other coverage is provided, you will receive an additional biweekly payment of 40% or your premium eligibility
- A Town funded Health Reimbursement Account(HRA) to cover co-insurance expenses after deductible has been satisfied
- Employee dental coverage (Northeast Delta Dental) is covered 100% by the Town, any additional dependent coverage is paid for by the employee
- Term life insurance in the amount of the employee's annual salary provided the employee is enrolled into the Town's health insurance plan
- Short-term disability coverage is available at the employee's expense
- Premium conversion/Section 125 plan and medical/dental flexible spending accounts as well as dependent care flexible spending accounts
- A choice of retirement options including ICMA-RC 457 and/or Maine START 457 with matching employer contributions up to 6% to begin at hire; or, the option beginning January 1, 2022 to enroll in Special Plan AC through the Maine State Retirement System

How to Apply

Email your resume and letter of interest to emscheetz@windhammaine.us or mail it to Town of Windham, 8 School Road, Windham, ME 04062 Attn: Human Resources

Questions should be directed to Phyllis Moss, Human Resources Director at 207-892-1907.

Other Important Information

The Town of Windham is an Equal Opportunity Employer and encourages all qualified applicants to apply.

