



Human Resource Department

TO: All Concerned
FR: Department of Human Resources
RE: OFFICIAL JOB POSTING
DT: October 6, 2020

Accepting applicants for **HIGHWAY OPERATIONS MANAGER** with the City of Lewiston's Public Works Department. Applications are available at the Human Resources Department or online at www.lewistonmaine.gov.

GENERAL INFORMATION: Division: Public Works
 Barg. Unit: AFSCME Professional Technical Unit (Pro-Tech)
 Status: Full-Time
 Grade: 7 [\$28.20 – \$41.60]

EDUCATION AND EXPERIENCE: Applicants must have a high school diploma, or equivalent, with a minimum five (5) years supervisory experience in the areas of construction and maintenance related work customary to municipal public works operations. Graduation from a technical school in the areas of construction or civil engineering preferred. Qualified candidates must have excellent communication, computer and office skills; display attention to detail and be able to work in a team environment.

WORK ACTIVITIES: Directs and supervises District Team Managers and City Arborist/Traffic Supervisor, to include managing the City's winter operations and street sweeping programs, sidewalk and storm water maintenance, and public/open space landscaping. Assists in preparing and monitoring the division's budget; schedules, plans and completes cost estimates of purchasing and bid specification for materials, services, equipment and supplies. Participates in the review of plans and specifications for compliance with City rules and regulations. Investigates, prioritizes and monitors customer concerns and requests for service and follows through to resolution. Coordinates work within the division, with other departments, public agencies and the general public; maintaining excellent internal and external customer relations by being customer-focused and placing emphasis on safety, efficiency and quality of work. Manages with and enforces good work ethics and a positive approach to performance by promoting team building and professional management practices while utilizing good time management and delegation of duties. Complies with all State, Federal and local laws, rules and regulations. Performs other duties as required.

REQUIREMENTS: Qualified candidates must have a valid Maine driver's license in good standing. Preference given to candidates with a valid Class B or Class A license, or the ability to obtain within six (6) months of employment.

Submit application with complete resume directly to the Department of Human Resources, City Hall 27 Pine Street Lewiston, ME 04240. Additional contact information for email and fax submissions is available at www.lewistonmaine.gov

Application deadline is **Tuesday, October 20, 2020**. Only interviewed candidates will be notified. Prospective candidates MUST submit all required documents at time of application. Incomplete position inquiries, including those without accurate contact information, will be rejected.