



Human Resources Department

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

Accepting applicants for a **PUBLIC WORKS DIRECTOR** with the City's Public Works Department. Applications are available at the Human Resources Department or online at www.lewistonmaine.gov. Full job description available upon request.

GENERAL INFORMATION: Department: Public Works
 Division: Administration
 Barg. Unit: Non-Union
 Status: Full-Time

SUMMARY: The Public Works Director oversees and directs the full range of activities and employees within and pertaining to the City's Public Works Department. Lewiston Public Works is unique in New England in that it includes 8 Divisions focused in the operation of solid waste, highway/open spaces, engineering, electrical, buildings, municipal garage, water/sewer/storm water utilities, and recreation. These Divisions combined in one department provides for more coordinated approach and better sharing of resources.

EDUCATION AND EXPERIENCE: Must have a Bachelor's Degree from a four-year college or university in the fields of business, project, or construction management, engineering or other related fields and/or a minimum of 10 years related experience and training in the areas of management, facilities maintenance, construction, building systems; or equivalent combination of education and experience. A Professional Engineer license is preferred, but good project and people management are essential. Demonstrated customer service and relationship building skills are also necessary. Must have a valid class C Maine driver's license in good standing.

WORK ACTIVITIES: Plans and directs all eight (8) operational Divisions, to include interviewing, hiring, supervising, training, evaluating and personnel development. Works with various unions regarding collective bargaining agreements. Coordinates public works projects and services in collaboration with elected officials, City Administration, department heads, State officials, contractors and the general public. Prepares, prioritizes, and implements division budgets and capital improvement requests. Develops and executes departmental policies, procedures and strategic initiatives, participates in management meetings, training and collaboration as part of the City's management team. Responds to media inquiries, educates the public about municipal operations, projects and maintenance. Performs other related duties as required. The city has begun developing a more formal asset management approach to its public assets, this position is charged with advancing these efforts.

Submit application with complete resume directly to the Department of Human Resources, Attn. Terri-Lynn Bechard, City Hall 27 Pine Street Lewiston, ME 04240. Additional contact information available at www.lewistonmaine.gov > Human Resources Department > Attn: Terri-Lynn Bechard

Application deadline is July 20, 2020. **Only interviewed candidates will be notified.**