



OPERATIONS MANAGER

Public Services Department

The Town of Kennebunk, Maine, a customer-oriented municipality located on the beautiful southern coast of Maine in York County is seeking a full time operations manager to join our Public Services Department team.

This full time position operates under the general guidance of the Public Services Director and in accordance with applicable policies and procedures, oversees the construction, maintenance and repair activities of the Highway Division while ensuring the overall safety of the crew at assigned sites. Plans, schedules, and assesses daily workloads, assigns work to crews, and inspects work in progress.

The Operations Manager is responsible for supervising the Division of Public Works, Parks, Facilities, and all department employees and sub-contractors as necessary. As well, supervises and directs the Department Working Foremen, Heavy Equipment Operators, Truck Drivers, Fleet Mechanics, and all regular full-time and part-time Public Services employees.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Associates degree or the equivalent of 60 college credits from an accredited college or university preferred. Graduation from an accredited technical college or university with an engineering degree or a closely related field is highly desirable, and
- (B) Five (5) years of supervisory experience or
- (C) Any equivalent combination of education and progressively responsible experience.
- (D) Must possess a valid CDL driver's license or obtain same within 12 months from date of hire,
- (E) Must be able to pass a medical/physical examination.

SALARY RANGE: \$59,000 to \$68,000 depending on experience and qualification.

*Please email a letter of interest and resume by
4:00 p.m., Thursday, August 24, 2017 to:*

jobs@kennebunkmaine.us

or mail to:

HR Department
Town of Kennebunk
1 Summer St.
Kennebunk, ME 04043

Town of Kennebunk
HR Department

1 Summer Street
Kennebunk, Maine 04043
Phone: 207-985-2102 ext 1381
Fax: 207-985-4609

Job Description