

Director of Public Works/ Sewer Superintendent

Department: Public Works
Division: Operations
Reports to: Town Manager
Supervises: All Divisions within Department of Public Works and Sewer Department
Grade: 20
FLSA Status: Exempt (Salaried)

GENERAL POSITION SUMMARY

The Town of Hampden, Maine is seeking a Public Works Director and Sewer Superintendent. Hampden is a full-service community of approximately 7600 residents located in central Maine. This position is a full-time, salaried position overseeing the operation of the Highway, Town Garage, Transfer Station, Sewer, Stormwater and Building & Grounds departments of the community. The Town has 60 miles of roads maintained in the summer and 80 miles of roads maintained in winter. There are approximately 18 miles of sewer lines maintained by the Town and five pump stations. The urban portion of the community is governed by a 5 year MS4 license for stormwater management and requires annual inspections of all stormwater management systems, catch basin cleaning, public education and outreach, and recordkeeping and reporting as well as participation in the regional Bangor stormwater group. Building and Grounds is responsible for grounds maintenance of town parks, recreation areas and town buildings as well as mowing and burials in town cemeteries. The Transfer Station is open five days per week for residential use only including access for disposal of acceptable construction & demolition debris, metal, wood, and computers/televisions/appliances. There currently are a total of 16 full time people employed in the overall public works operation.

The position is responsible for the preparation and operation of department budgets, supervision of department personnel, filing of all necessary reports with State and Federal agencies, making recommendations to the Town Manager for the most efficient and cost effective operation of all departments, participating in the Town's MS4 Stormwater management program, responding to resident questions and concerns, and working with MDOT and other state agencies and communities as necessary for the efficient operation of town departments

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Prepares, administers and monitors the operational budget of all Divisions of the Department of Public Works including the enterprise budget of the Sewer Department

- Analyzes and evaluates the Town's public infrastructure for development, redevelopment and maintenance needs and provides periodic reports to Town Manager
- Provides the Town Manager with prioritized recommendations for new, replacement and major maintenance needs of the public infrastructure under the care, stewardship and/or direct responsibility of the Town
- Advises the Town Manager and other Town staff on matters related to facility maintenance and operational needs
- Provides plans, designs and cost estimates for repairs and renovations for Town facilities
- Advises the Town Manager and other Town staff on matters related to facility energy efficiency and operational methods to reduce operational costs
- Plans, designs and oversees the construction of new pumping facilities, service installations, and other sewer collection system facilities
- Coordinates with the City of Bangor on all matters associated with the sanitary sewer collection system delivery of wastewater to the Bangor Wastewater Treatment Plant
- Establishes and maintains relationships in the State and region to coordinate the Town's road, stormwater and sanitary sewer collections systems and networks for design, construction, maintenance and regulatory compliance
- Attends regional meetings to represent the interests of the Town for BACTS, BASWG and MRC regarding transportation, stormwater and solid waste management responsibilities
- Interprets and communicates local, regional, State and Federal regulatory compliance matters with the Town Manager, subordinate staff and Department Heads
- Reviews plans and specifications for projects designed by outside consultants and developers
- Reviews and approves all shop drawings and contractor invoices for work performed
- Maintain current knowledge of State regulations, statutes, policies and legislation related to infrastructure design, maintenance and operations, infrastructure sustainability including energy efficiency, and keep the Town Manager apprised of information regarding issues that are (or may be) applicable to the Town
- Coordinates, completes and submits all regulatory compliance reports for Maine State DEP and US EPA permit requirements, including MS4, CSO, Annual Solid Waste, MEPDES and SPCC requirements
- Develops scopes and conducts the solicitation of bids for contracted services
- Coordinates and implements the annual paving program for Town roads
- Assists the Code Enforcement Officer and Building Officials working with local developers to ensure that new development and construction will meet Town infrastructure and stormwater requirements
- Represents the Town to all corporate citizens, business leaders and developers interested in conducting business or making investments in the Town as these relate to infrastructure needs
- Assists with the implementation of local development plans and strategies with the Town Manager, Town Planner and Economic Director
- Serves as staff support to the Town Council during workshop meetings relative to Public Works discussions
- Works with the Code Enforcement Officer, Building Officials and the Town Planner as a member of the Peer Review team for development initiatives affecting public infrastructure
- Researches and prepares grant proposals and applications, contracts and related documents as required
- Establishes and maintains effective working relationships with the private sector, other government agencies, general public, and Town employees

RECRUITEMENT AD

DIRECTOR OF PUBLIC WORKS/SEWER SUPERINTENDENT

- Assists the Town Manager as requested with special projects requiring research into infrastructure design and construction for public safety, planning and economic development purposes
- Direct and perform technical research projects and analyze / assemble data to make effective oral and written presentations of the results to staff, Town Council and various boards and committees
- Perform additional duties that are consistent with the primary position's responsibilities, knowledge, skills and abilities, as assigned by the Town Manager

PREFERRED REQUIREMENTS, SPECIALIZED SKILLS, PROFESSIONAL CERTIFICATIONS OR LICENSES

Considerable experience in construction, maintenance and sustainability of municipal and other public infrastructure. A strong background in construction project management, field design, construction administration and inspections of contracted work, experience in municipal solid waste processes and sanitary and stormwater systems. Ability to supervise and/or indirectly oversee the work of others that is being performed on behalf of the Town. Ability to work independently, with a high degree of diplomacy and initiative.

- Proficiency in the use of the technology systems in the office, to include MS Word, Excel, online sources, Trio Enterprise Resource Planning (ERP) software and other computer systems as required. Knowledge of GIS is a plus.
- Ability to read and interpret technical reports, grant applications, regulatory and local Ordinances, State Statutes and Federal Codes and directives related to municipal Public Works and Sewer Departments
- Ability to find, research and write grant applications
- Ability to work in a fast paced and stressful environment

How to Apply

Qualified applicants may apply by sending a letter of interest, completed Town application (which can be found on the Town's website) and resume by the close of business on October 20th, 2020. Please send to:

Public Works Director Search
Paula Scott, Town Manager
106 Western Avenue
Hampden, Maine 04444
Or email to townTown Manager@hampdenmaine.gov

The Town of Hampden is an Equal Opportunity Employer.

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GENERAL POSITION SUMMARY

The position of Director of Public Works is administrative and technical work directing and supervising the Town's Public Works and Sewer Departments. The position works closely and collaboratively with the Town Manager in fulfilling Council policy objectives for all aspects of public works. This position is responsible for oversight of the planning, design and construction of public infrastructure, road maintenance, fleet maintenance, facilities maintenance, solid waste disposal programs, stormwater and sewer collections system maintenance, and regulatory compliance. The position is responsible for the oversight of design and construction of public infrastructure in accordance with Local, State and Federal policies, ordinances, regulations and laws and engineering standards.

The position coordinates closely with the Planning & Economic Development team to support the Town's current and future Tax Increment Financing District's development goals. Additional roles include supporting the Town Manager and the Community & Economic Development Director with development of short and long-term strategic goals for community development opportunities for public facilities, public-private partnerships, and coordination with regional initiatives that enhance the community of Hampden. Position is responsible for facilitating a wide variety of engineering work including system design, equipment maintenance and improvement, resident inspections, and coordinating the work of local contractors. Position is responsible for the oversight of major capital projects. Work is performed with considerable independence and is periodically reviewed through evaluations, audits, records, and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Prepares, administers and monitors the operational budget of all Divisions of the Department of Public Works including the enterprise budget of the Sewer Department
- Analyzes and evaluates the Town's public infrastructure for development, redevelopment and maintenance needs and provides periodic reports to Town Manager
- Provides the Town Manager with prioritized recommendations for new, replacement and major maintenance needs of the public infrastructure under the care, stewardship and/or direct responsibility of the Town
- Advises the Town Manager and other Town staff on matters related to facility maintenance and operational needs
- Provides plans, designs and cost estimates for repairs and renovations for Town facilities

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- Advises the Town Manager and other Town staff on matters related to facility energy efficiency and operational methods to reduce operational costs
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- Establishes and maintains relationships in the State and region to coordinate the Town's road, stormwater and sanitary sewer collections systems and networks for design, construction, maintenance and regulatory compliance
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