

# Town of Richmond – Public Works Director

Richmond is in Sagadahoc County, Maine

Department: Public Works (DPW)

Classification: Exempt | Full-Time | Overtime Eligible

Reports To: Town Manager

## Position Overview

The Town of Richmond seeks an experienced and dynamic Public Works Director to lead the planning, construction, and maintenance of municipal infrastructure. The Department maintains town roads, bridges, parks, trails, stormwater systems, public facilities, and fleet operations. Additionally, the town operates its own independent School Department, and Public Works supports various maintenance functions. This working position plays a critical role in ensuring public safety, regulatory compliance, and efficient delivery of essential services to town residents, corporate citizens, and visitors.

Richmond is a small rural town in Midcoast Maine with a population of 3,600, a Town Meeting form of governance, approximately 68 lane-miles of paved town and State roads, and a vibrant waterfront on the Kennebec River, with access to Swan Island and Merrymeeting Bay.

## Key Responsibilities

- Direct and manage all DPW operations, including roadway maintenance, snow and ice control, stormwater systems, and emergency response.
- Prepare reports, maintain statutory records, and track work orders and tasks as assigned and/or received from town and school departments.
- Maintain open and proactive communications with the Town's Senior Leadership Team, coordinated by the Town Manager, and School Department Leadership, particularly during winter plowing operations.
- Lead staff with integrity, training, performance management, and ensure adherence to safe work practices and regulatory requirements.
- Represent the town to community partners, stakeholders, and regulatory bodies.
- Coordinate projects with town departments, contractors, vendors, and state agencies.
- Support Special Event planning, logistics, and functional operations with all town departments – including vendors, contractors, and volunteer committees.
- Oversee procurement, fleet maintenance, and compliance with vehicle and heavy equipment safety and environmental standards.
- Develop and administer annual operating and capital budgets in coordination with the Town Manager and Finance Director.
- Monitor expenditures and be an excellent steward of town resources.

## Preferred Minimum Qualifications

- Associate's degree in public works administration, APWA or trade school certification, construction administration, engineering, or related field (or equivalent experience).
- 8+ years of progressively responsible experience, including 3+ years in a supervisory role, preferably in a municipal public works department.
- Valid CDL-B driver's license; ability to complete required certifications (FEMA-NIMS) and a comprehensive background check including the State of Maine Dept of Education CHRC certification (paid for by the Town) which requires fingerprinting.

## Preferred Skills

- Richmond's organizational priorities include leading people and managing resources.
- Strong leadership, interpersonal, and organizational skills, including effective written and verbal communication and public relations abilities are essential.
- Knowledge of facilities construction, maintenance, operations and basic mechanical, electrical, and plumbing systems to support the use of vendors and contractors.
- Comprehensive knowledge and experience with public works operations, regulatory compliance, and budgeting.
- Proficiency in Microsoft 365 office software and financial management tools.

## Work Conditions & Supervision of Crew

Office and field environments with exposure to inclement weather and emergency conditions. Must be available for extended hours during planned events, emergencies, and leading winter operations (Nov 1–May 1).

This is an opportunity to make a lasting impact on the town's infrastructure and quality of life. We offer competitive compensation, excellent benefits, and the chance to lead a dedicated team of three full-time and seasonal part-time non-union staff.

## To Apply

Submit a cover letter, resume, and completed application to the Town Manager's Office, 26 Gardiner Street, Richmond, ME 04357 or email to [townmanager@richmondmaine.com](mailto:townmanager@richmondmaine.com).

A complete job description and Town Application are available on the town's website. The position will remain open until filled, with the first review of applications occurring on Monday, March 2<sup>nd</sup> with interviews beginning immediately after that date.

The Town of Richmond is an Equal Opportunity Employer.