

**TOWN OF RICHMOND
PART TIME PLOW DRIVER / EQUIPMENT OPERATOR / LABORER**

IMMEDIATE OPENING

Department of Public Works

Richmond Public Works is seeking a part-time, minimum 30-hour/week (three 10-hour days, Mon-Wed) plus overtime, with time/half over 40-hours/week for a regular schedule. Position supports winter plowing and operations where call-in requirements require seven-day availability to work additional hours as needed. Position is non-union and otherwise a year-round position to support seasonal duties that include mowing, landscaping, grounds maintenance, and light mechanical and maintenance tasks. This position involves a combination of skilled and semi-skilled work at all Town-owned facilities, including the Richmond School District buildings.

The successful candidate must be a motivated team player, capable of working independently to successfully complete assigned tasks, at times with limited supervision. For winter duties they will drive and operate medium-sized (non-CDL) trucks with a snowplow and/or snowplow/wing combination, road maintenance equipment (front-end loader with a bucket, tractors, track steer, etc.) and other miscellaneous road and grounds maintenance equipment. Training and mentoring possible for future full-time position is available for the right candidate.

Richmond is a customer-focused, results oriented employer. The successful candidate must have strong interpersonal skills, be willing to learn, and capable of joining a high-performing team. They must be dependable, able to perform physical labor in all weather conditions, and willing to work other than normal working hours during storms, emergencies, and planned town/school events. Examples of Duties:

- Grounds maintenance of town/school parks, athletic facilities, and waterfront
- Operate trucks and equipment for snow plowing, sanding, and hauling materials
- Perform manual labor including shoveling, raking, debris clearing, and road repairs
- Support DPW and partnering Town Departments with Event setup and cleanup
- Support DPW road construction, major maintenance, and repair operations
- Assist with basic vehicle/equipment care and follow all safety procedures
- Perform other related duties as assigned

This is a part-time position reporting to the Public Works Director, or designee. Current Wages: Part-time Regular is \$19.50/hour with Overtime past 40-hours/week \$29.25/hour.

Part-time with current Class B: \$22.00/hour, with Overtime past 40-hours/week \$ 33.00/hour.

Candidates with snow removal experience preferred but will train otherwise qualified applicants.

The successful candidate will be at least 18 years of age, have a high school diploma or GED equivalent, have a current valid driver's license and is required to pass a pre-employment background check. This includes possessing a current Criminal History Record Check (CHRC)

Certificate issued by the State of Maine Department of Education, or the ability to successfully complete this process (paid for by Town of Richmond).

If successful candidate possesses a current Maine Commercial Class B or A operator's license, participate in a random federal motor carrier alcohol and substance abuse random testing program and must pass pre-employment background check to include a physical and alcohol and drug screening test (paid for by Town of Richmond).

To Apply: submit a cover letter, Town Application, names and contact information for three references (resumes are welcome, but must accompany town application) to: Town of Richmond, 26 Gardiner Street, Richmond, ME 04357 or email to: townmanager@richmondmaine.com. The position is open until it is filled, with interviews being conducted as applications are received.

Position may become eligible for full-time in 2026 (subject to budget approval) which will include a minimum \$2.00/hour increase in pay, and full excellent benefits package, which include: tuition assistance, 100% employer paid health and dental insurance for single employee, or 90% employer paid health and dental insurance for families, life insurance, paid holidays, accrued leave, income protection, and retirement options.

The Town of Richmond is an equal opportunity employer.