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TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
New Windsor, Maryland 21776

Town of New Windsor Public Works Department
Employment Opportunity
Utility and Public Works Maintenance Assistant
Permanent Full Time – 40 Hours per Week Position
\$21.00 per Hour

The Town of New Windsor is seeking qualified candidates for a full-time Utility and Public Works Maintenance Assistant position. This position will be 40 hours per week. Position reports directly to the Director of Public Works. Benefit package and overtime as needed are available.

General Responsibilities

Operate equipment and perform various maintenance duties for Water/Sewer and Public Works divisions of the Town. The Water/Sewer duties include: working closely with and assisting the Public Works Director, maintaining Town public water and sewer systems and facilities, installation and reading of water meters and responding to various emergencies. Directly assist the Public Works Director and Supervisor. The Public Works duties include: maintaining Town roads including minor paving repairs, snow removal, storm drain systems, maintenance of parks, and responding to various emergencies. The candidate shall work independently and collectively with Public Works and office staff, provide leadership, use good judgment and make sure weekly, monthly and annual work is completed in addition to other duties assigned. Refer to job description for other requirements and responsibilities.

Education and Experience

2-year maintenance and equipment operations experience.

2-year plowing and salting experience with pick up and mid-size dump truck.

Basic computer skills and willingness to learn (for the water meter reading device.) to include Microsoft Office and Excel.

2-year experience with water and sewer system maintenance and operations.

Licenses and Certificates

Valid driver's license

State of Maryland Flagging Certification (or must be obtained within nine months of employment)

Application

A job application, cover letter and resume **are required** for this position. Applications and full job description are available online at www.newwindsormd.gov and at Town Hall, 209 High Street New Windsor, MD 21776 Monday through Friday between 9:00 am and 3:00 pm. Applications can be submitted by regular mail to PO Box 609, New Windsor, MD 21776, or dropped off in person at 209 High St. New Windsor. Please mark your envelope ATTN: Utility and Public Works Maintenance Assistant Opportunity if submitted by mail or in person. Application, cover letter and resume may also be emailed to: gdye@newwindsormd.org. Applications and resumes will be accepted until the position has been filled, interviews will be scheduled on a first come first served basis.