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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 Maintenance Assistant**  
**Permanent Full Time – 40 Hours per Week Position**  
**\$26.00 to \$28.00 per Hour Depending on Experience**

The Town of New Windsor is seeking qualified candidates for a full-time Utility 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**

Under general supervision, perform both routine and skilled heavy, physical work in maintenance, repair and installation of water distribution and wastewater collection system and related structures. The operation of various construction equipment and vehicles. Participate in on-call schedule to perform 24 hour stand-by duties as required for operations, maintenance and safety of facilities. Applicants are encouraged to obtain a Maryland Water Treatment Operation Certification Class 1 certification/license. Directly assist and take direction from the Public Works Director. General Water and Sewer job duties include: Understanding and ability to efficiently use the SCADA system for water and sewer system and facilities, installation of water meters, curb boxes and MXU radio reads, order supplies/materials for water & sewer facilities, emergency water main breaks, sewer breaks/backups and other emergencies. ability to order and estimate supplies and materials for stock within budget, assist, communicate and coordinate with contractors pertaining to water & sewer facilities, work directly with Maryland Environmental Service (MES) and perform maintenance of Town infrastructure and water/sewer facilities.

General Public Works duties include: maintaining Town roads including minor paving repairs, snow removal, storm drain systems 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**

3-5-years maintenance and equipment operations experience.

3-5 years plumbing and public water/sewer system operations preferred.

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

General knowledge of road and sidewalk maintenance and repair.

General knowledge and understanding of equipment maintenance.

Leadership skills.

Computer skills and willingness to learn (for SCADA system and the water meter reading device.) to include Microsoft Office and Excel.

**Licenses**

Valid driver's license and proof of clean driving record.

**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](http://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. Cover letter, resume and application 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 Maintenance Assistant Opportunity if submitted by mail or in person. Cover letter, resume and application may also be emailed to: [gdye@newwindsormd.org](mailto:gdye@newwindsormd.org). Applications and required documents will be accepted until the position has been filled, interviews will be scheduled on a first come first served basis.