

Town of New Windsor

Employment Opportunity

Public Works Utilities & Maintenance Assistant

Permanent Full-Time Position (40 Hours per Week)

Starting Rate: \$24.00 per Hour

Comprehensive Benefits Package Available

The Town of New Windsor is accepting applications for **Public Works Utilities & Maintenance Assistant**. This is a permanent, full-time (40 hours per week) position within the Town's Public Works Department. The Town offers a competitive wage, excellent benefits, and the opportunity to serve the community through a variety of public works operations.

Position Summary

Under the direction of the Public Works Supervisor and Lead Utilities Worker, the Public Works Utilities & Maintenance Assistant performs a variety of semi-skilled and skilled maintenance duties to support the operation and maintenance of the Town's infrastructure. Responsibilities include maintaining streets, parks, stormwater systems and other public facilities, as well as providing support for water and sewer operations. This position also participates in snow and ice removal operations, responds to emergency situations, and serves in a rotating 24-hour on-call standby schedule as required to ensure the safe and efficient operation of Town facilities.

Essential Duties and Responsibilities

- Perform maintenance and repair of Town roads, sidewalks, parks, storm drains, and other public property.
- Assist with the operation and maintenance of the Town's water and sewer systems as needed.
- Operate a variety of hand tools, power tools, and light to medium-duty equipment.
- Conduct routine inspections and perform preventive maintenance on equipment.
- Participate in snow and ice removal operations using pickup trucks and small dump trucks.
- Respond to emergency situations and weather-related events.
- Participate in a 24-hour rotating on-call standby schedule for Public Works operations.
- Perform other related duties assigned by the Public Works Supervisor and Lead Utilities Worker.

Education, Experience & Minimum Qualifications

- Minimum 2-year experience in public works maintenance and equipment operations experience.
- Minimum 2-year experience plumbing and public water/sewer system operations preferred.
- Minimum 2-years of snow plowing experience with pick up and small dump truck.
- General knowledge of road and sidewalk, and storm drainage maintenance and repair.
- General knowledge and understanding of public water infrastructure and equipment maintenance.
- Basic computer skills and the ability to learn computerized systems, including water meter reading equipment.
- Leadership skills.
- Ability to work independently and with other Public Works and office staff.
- Valid Maryland driver's license with a satisfactory driving record.

Benefits

The Town offers a comprehensive benefits package that may include:

- Health, dental, and vision insurance
- Paid vacation, sick leave, and holidays
- Retirement or pension plan
- Life Insurance
- Training and professional development opportunities

Application Process

A completed Town employment application, cover letter, and resume are required.

Applications and the complete job description are available:

- Online at www.newwindsormd.gov
- In person at Town Hall, 209 High Street, New Windsor, MD 21776, Monday through Friday, 9:00 a.m. to 3:00 p.m.

Application materials may be submitted:

- **By mail:**
Town of New Windsor
P.O. Box 609
New Windsor, MD 21776
- **In person:**
Town Hall
209 High Street
New Windsor, MD 21776
- **By email:**
vreinhardt@newwindsormd.org

If submitting by mail or in person, please mark the envelope:

ATTN: Public Works Utilities & Maintenance Assistant

Applications will be accepted until the position is filled. Qualified applicants may be contacted for interviews as applications are received; therefore, early submission is encouraged.

The Town of New Windsor is an Equal Opportunity Employer. The Town provides equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable federal, state, or local law.