

Help Wanted – Full-time Public Works

The Town of Castine is seeking applicants to join our Public Works team.

This is a full-time position with a very competitive pay and benefits package. A successful applicant should possess carpentry and general maintenance skills and should be a self-starter with the ability to produce results with limited supervision. Full job description and application package available at the Town Office or contact townoffice@castine.me.us for further details.

Deadline for accepting applications will be Friday, August 9th by 2PM.



Town of Castine
PO Box 204 Castine Maine 04421
67 Court Street
(207) 326-4502
townoffice@castine.me.us

Job Description/Duties
Public Works Assistant

Description of work: Knowledge of and ability to operate the Town's various pieces of equipment and vehicles; basic knowledge of road repair and drain repair work; be capable of operating basic mowing equipment, snow removal equipment and chainsaws; capable of assisting with minor carpentry work and maintenance of all town owned buildings.

This description, duties and qualifications for this position is, but are not limited to, the following:

- Maintains Town drainage systems (catch basins, ditches, culverts, etc.)
- Helps with limited maintenance of Town equipment (wash, vacuum, paint, etc.)
- Road maintenance (patching, spring street sweeping & sidewalks, etc.)
- Sidewalk maintenance (construct, repair, patching, etc.)
- Helps with plowing, salt/sanding of roads
- Helps with Seasonal prep work and maintenance (beach work, dock work, repair floats, post & repair signs, picnic tables, etc.)
- Helps with the maintenance of the Town swimming pond
- Helps with storm damage work (basic clean up, remove debris, tree removal, etc.)
- Help with Dock Bathrooms (repair, maintenance and cleaning as required)
- Helps with any carpentry work or repair work needed
- Helps with any chores or tasks needed at Transfer Station (clean up brush, cut brush, clean & maintain public works garage, repair work, operate equipment, etc.)
- Backhoe operator as required
- Weekly curbside trash pickup/Summer weekly curbside Trash & Recycling, when needed
- Summertime trash pickup downtown and at the dock as required
- Any special projects as directed
- Run errands, pick up materials and/or equipment
- Helps with Town ground maintenance, when needed (mow, rake, weed whack, etc.)
- Helps with care & maintenance of Emerson Hall, when needed
- Assists with any general or related Public Works or maintenance work required by Water Dept., Sewer Dept. and/or Town Office
- Receives direction from Public Works Supervisor and/or Town Office.

Qualifications: 18 years of age, hold a valid Maine Driver's License and able to pass a physical examination.

Application Deadline: Applications will be accepted at Emerson Hall until 2:00 PM on the 9th of August, 2024 or until the position is filled.

The Town of Castine is an Equal Opportunity Employer



EMPLOYMENT APPLICATION

TOWN OF CASTINE
P.O. BOX 204 • 67 COURT STREET
CASTINE, MAINE 04421

PHONE (207) 326-4502 • FAX (207) 326-9465 • EMAIL: townoffice@castine.me.us

Town Use Only
RECEIVED
By _____
Date _____

The Town of Castine is an Equal Opportunity Employer

• **APPLICANT**

POSITION DESIRED: _____ START DATE: _____

NAME: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____ PHONE: _____

EMAIL: _____

EMERGENCY CONTACT: _____ PHONE: _____

DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE UNITED STATES? YES NO
(All applicants that are offered employment must provide documents which establish their identity and employment eligibility.)

DRIVER'S LICENSE NO. _____ STATE _____ CLASS _____ EXPIRATION _____

HAVE YOU HAD ANY TRAFFIC CONVICTIONS OR ACCIDENTS IN THE LAST THREE YEARS? YES NO
(If YES, please provide date and details of each conviction or accident on a separate sheet and attach to this application.)

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME? YES NO
(If YES, please provide details including date, charge and disposition of each conviction on a separate sheet and attach to this application. Convictions are not an absolute bar to employment; consideration is given to the offense and its relationship to the position for which you are applying.)

• **EDUCATION**

HIGH SCHOOL

DO YOU HAVE A DIPLOMA OR G.E.D.? <input type="checkbox"/> YES <input type="checkbox"/> NO	SCHOOL NAME	LOCATION

TRADE OR TECHNICAL SCHOOL

NAME	CERTIFICATE OR DIPLOMA	COURSE OF STUDY

COLLEGE OR UNIVERSITY

NAME	DEGREE OR CREDIT HOURS	MAJOR

LICENSES

LIST ANY PROFESSIONAL LICENSES OR REGISTRATIONS AND PROFESSIONAL MEMBERSHIPS

• **EMPLOYMENT HISTORY** (PLEASE COMPLETE EMPLOYMENT INFORMATION AND/OR ATTACH A RESUME)

CURRENT OR MOST RECENT EMPLOYER

FIRM NAME		PHONE
ADDRESS		
DATES OF EMPLOYMENT	FROM	TO
TITLE	SALARY	HRS./WEEK
DESCRIPTION OF WORK		
SUPERVISOR'S NAME & TITLE		
MAY WE CONTACT THIS EMPLOYER IF YOU ARE CONSIDERED FOR THIS POSITION? <input type="checkbox"/> Yes <input type="checkbox"/> No		

NEXT MOST RECENT EMPLOYER

FIRM NAME		PHONE
ADDRESS		
DATES OF EMPLOYMENT	FROM	TO
TITLE	SALARY	HRS./WEEK
DESCRIPTION OF WORK		
SUPERVISOR'S NAME & TITLE		

PAST EMPLOYER

FIRM NAME		PHONE
ADDRESS		
DATES OF EMPLOYMENT	FROM	TO
TITLE	SALARY	HRS./WEEK
DESCRIPTION OF WORK		
SUPERVISOR'S NAME & TITLE		

• **MILITARY SERVICE**

BRANCH		RANK
DATES OF SERVICE	FROM	TO

• **CERTIFICATION**

I affirm that all information provided on this application and any attachment is true and correct. I understand that any misrepresentation, falsification, or material omission of any information during the hiring process may result in my exclusion from further consideration for employment or termination of employment if already hired.

SIGNATURE OF APPLICANT

DATE