

# Town of Lyman

## Job Opening For Director of Facilities & Recreational Services

11 South Waterboro Rd  
Lyman, ME 04002  
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The Town of Lyman is seeking a highly motivated and experienced individual to join our team as the Director of Facilities & Recreational Services. This is a full-time position offering an exciting opportunity and is responsible for overseeing the maintenance, operations, and capital planning for municipal buildings, parks, and public spaces, as well as supporting community recreation and engagement efforts.

Our team members are amazing people, and we strive to work together building effective communication and teamwork. If you are a self-motivated, organized person looking to join a flexible team, then look no further.

Experience in related fields is a plus, but we are also willing to train the right candidate for the job.

The Town of Lyman offers excellent benefits and an environment conducive to personal growth. Our benefits package includes:

**Health Insurance** - Lyman pays 100% of single health insurance premiums. Lyman also pays 70% of the difference of a single and a family plan. Lyman will pay 50% of a single plan in a buyback for Health premiums with proof of insurance.

**Dental & Vision Insurance** – Lyman pays 100% of dental insurance premiums and offers vision insurance.

**Life Insurance** – Lyman offers one times your annual income for basic life insurance.

**Retirement Plan-** Lyman contributes to the Maine Public Employees Retirement System (MainePERS) or a 457 (b) plan on behalf of the employee.

**Paid Leave** - We offer 13 paid holidays and 3 weeks for paid time off annually.

**Training and Professional Development Opportunities** – We offer Training opportunities for employees to grow and learn.

### **Essential Functions**

The Director of Facilities & Recreational Services is responsible for the planning, coordination, and implementation of the Town's facility maintenance and supports recreational initiatives. This

role ensures that all municipal buildings, parks, and public spaces are safe, well-maintained, and welcoming to the community. The Director also plays a key role in supporting recreational programs, events, and community engagement efforts.

The ideal candidate is a hands-on, service-oriented professional with demonstrated leadership in facilities operations, municipal procedures, and community programming. This position requires a collaborative spirit, strong project management capabilities, and a commitment to public service.

**Key responsibilities include:**

- Oversee year-round maintenance of municipal buildings, park amenities, and recreation facilities including repairs and upkeep.
- Develop and implement a preventive maintenance plan and schedule.
- Track and manage capital improvement needs and projects.
- Coordinate with contractors and vendors; manage bids, quotes, and purchasing.
- Ensure compliance with local, state, and federal regulations.
- Respond to emergency repair needs and safety concerns.
- Support the planning and promotion of community recreation programs, events & facilities.
- Serve as liaison to the Parks & Recreation Committee and Buildings & Grounds Committee.
- Prepare departmental reports, grant applications, and budget plans.
- Maintain accurate records and assist with public access to information.

**Qualifications**

Ideal candidate qualifications include:

- High School Diploma or equivalent required; Bachelor's Degree in Public Administration, Facilities Management, Parks & Recreation, or related field preferred.
- Working knowledge of general repair practices, tools, and safety procedures, with the judgment to determine when issues require licensed or specialized contractors.
- Strong project management, communication, and organizational skills.
- Experience managing staff, vendors, and volunteers.
- Strong working knowledge of municipal procurement practices, contract management, and public safety standards.
- Proficient with office software, scheduling tools, and social media.
- Strong interpersonal and communication skills to interact with the public, vendors, staff, and boards/committees
- Excellent interpersonal, written, and verbal communication skills.
- Ability to work independently and problem-solve

## **Minimum Requirements**

High School Diploma, municipal, office, or related experience. Bachelor's degree in public administration, facilities management, or 3-5 years of municipal experience preferred; or an equivalent combination of education and experience in facility operations, municipal services, or recreation management. Must hold a valid drivers license.

Duties are performed in a combination of office, field, and outdoor settings in varying weather conditions.

Must be available to respond to emergency situations and attend occasional evening or weekend events or meetings.

Position requires the ability to lift and carry items up to 60 pounds and perform physical tasks related to facility inspections and maintenance oversight.

If interested in employment, please submit an Employee Application Form including a copy of your resume with cover letter and three professional references by drop off, mail or email:

[townmanager@lyman-me.gov](mailto:townmanager@lyman-me.gov)

**Job Posting: Date: July 1, 2025**

**Deadline to submit application: Date: July 22, 2025**

*The Town of Lyman is an equal opportunity employer.*