



Town of Princess Anne
30489 Broad Street
Princess Anne, MD 21853
410-651-1818

Commissioners:

Zelma E. Hayward, *President*
Marion “Mickey” Polk, *Vice President*
Dale Parker, *Commissioner*
Pamela Polk, *Commissioner*
Orlando “Dell” Taylor, *Commissioner*

Dr. Kristen Drummond, *Town Manager*
Christopher Smith, *Attorney*

Job Opening

Town of Princess Anne – Public Works

Job Title: Public Works Aide

Hourly Rate: \$20.67 - \$21.63

Start Date: November 2026

Department Overview:

The Princess Anne Public works is responsible for planning, coordinating, maintaining, and improving the Town’s public infrastructure and essential services. The department works to ensure that roads, drainage systems, public facilities, grounds, vehicles, equipment, and other Town assets are maintained in a safe, efficient, and reliable manner.

General Responsibilities:

- Maintain and repair Town roads, streets, sidewalks, walkways, bridges, drainage systems, and rights-of-ways.
- Perform or coordinate snow and ice removal, storm response, debris removal, and other emergency public works activities.
- Maintain Town-owned building, facilities, grounds, parks, and public spaces as assigned.
- Operate and maintain vehicles, heavy equipment, tools, and other departmental assets.
- Perform routine inspections and identify infrastructure maintenance and repair needs.
- Assist in the coordination of construction, maintenance, and improvement projects with contractors, engineers, utility providers, and other government agencies.
- Respond to public complaints and service requests related to roads, drainage, vegetation, facilities, and other public works related matters.
- Maintain accurate records of work performed, materials used, equipment, projects, and departmental activities.
- Participate in emergency preparedness and response activities, including severe weather and other community emergencies.
- Provide professional and courteous customer service to residents, businesses, elected officials, and other stakeholders.
- Ensure employees properly use personal protective equipment, tools, vehicles, and equipment.

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