

JOB TITLE: Director

DEPARTMENT: Water Resources/Public Works

JOB SUMMARY: This position is responsible, as part of the Town's management team, for the overall operation of the water and wastewater systems, and for the maintenance and repair of public buildings and property.

MAJOR DUTIES:

- Plans and directs department operations and supervises subordinate personnel to ensure that operations and programs comply with applicable laws, ordinances, policies, and department standards.
- Advises and assists department personnel on unusual, difficult, or complex matters.
- Schedules and monitors the work of department personnel to ensure the adequate coverage of all work shifts.
- Oversees the purchase, maintenance, and repair of all department vehicles, equipment, and supplies; supervises inspections.
- Serves as training coordinator for the department; ensures that all personnel attend training sessions as required to maintain and upgrade licenses and certifications. Also responsible for the maintenance of training records.
- Conducts department staff meetings and training sessions.
- Responds to public complaints, questions, and problems in accordance with department guidelines and procedures.
- Counsels and evaluates subordinate personnel.
- Responds to department mail; responds to requests for information and records.
- Advises the Town Manager, advisory boards and the Town Council, on issues related to department operations.
- Prepares the annual department operating budget; monitors expenditures under the current budget and ensures compliance with all applicable Town financial policies.
- Develops and implements operating policies and procedures for the department.
- Attends professional meetings, hearings, and conferences; serves on various boards, committees, and panels.

Director, Public Works

- Responsible for the operation of water and wastewater treatment, collection, and distribution. These duties include laboratory work, meter reading, service connection and disconnection, and other related work.
- Works with contractors and engineers in planning, designing, and completing system upgrade and expansion projects.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of relevant federal and state laws and regulations.
- Knowledge of town and department policies and procedures.
- Advanced knowledge of the operations of municipal water and wastewater system operations including laboratory processes.
- Familiarity with basic accounting and budgeting principles and procedures.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in management and supervision.
- Skill in public relations and interpersonal communication.
- Skill in oral and written communication.
- Skill in the use of hand tools and laboratory equipment.
- Skill in utilizing general office machines and various tools and equipment used in the development and maintenance of utility systems.

SUPERVISORY CONTROLS: The Town Manager assigns work in terms of departmental goals and objectives. Work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include State and E.P.A. regulations and Town codes and personnel policies. These guidelines require judgment, selection and interpretation in application. This position develops departmental guidelines.

COMPLEXITY: This position consists of a variety of tasks in planning, supervision and management.

Director, Public Works

SCOPE AND EFFECT: The purpose of this position is to supervise the water resources and public works operations of the town. Successful performance helps ensure the provision of safe, potable water for town residents.

PERSONAL CONTACTS: Contacts are typically with utility supply vendors, engineers, contractors, town staff, elected officials, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, negotiate or settle matters, provide services, and motivate personnel.

PHYSICAL DEMANDS: The work is typically performed with the employee sitting, standing, walking, bending, crouching or stooping. The employee must frequently lift light or heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and inclement weather. The work requires the use of protective devices such as masks, goggles, and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Field Operations Supervisor, Water Operators, and Public Works Technicians.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of an Associate's Degree in Environmental Science or a related field and specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with five or more years experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- Possession of B-Well, B-Distribution, Cross-Connection, Grade III Collection, and Grade III Wastewater licenses.