



JOB DESCRIPTION – TOWN OF KURE BEACH

Title: **PUBLIC WORKS AND UTILITIES DIRECTOR**

Department: Public Works

Salary Band: III

Work Type: Full Time, salaried

Status: Exempt

Date: April 26, 2018

General Statement of Duties

Performs difficult professional, technical, and administrative work planning, organizing, and directing a variety of public works and public utilities activities including: water and sewer lines; wastewater treatment; well operations; street and drainage system maintenance and repair; building and landscape maintenance and repair; and solid waste collection.

Distinguishing Features of Salary Band

An employee in this salary band:

- Organizes and directs the work of employees engaged in a wide variety of municipal operations and services
- Serves as Operator in Responsible Charge of the water distribution and sewer collection systems
- Supervises the operations and maintenance of the wastewater treatment plant and well water system, provides technical advice and assistance to the Town Council in the improvement of water and environmental resources
- Supervises streets and other infrastructure and ensures that modern, safe, effective and efficient practices are utilized by municipal work crews
- Manages contracts and citizen issues
- Administers budget and personnel for the department
- Represents the town to a wide variety of citizens, developers, state and federal regulatory officials

Supervision

- Work is performed independently and in coordination with other town officials and under the general direction of the Town Council and is evaluated by review of reports, conference and acceptance of the community. Reports to and advises the Town Council and other officials on public works and public utilities projects and activities.

Duties and Responsibilities

Essential Duties and Tasks

- Manages and plans the activities of all public works department staff; ensures coordination of activities with other departments and governmental jurisdictions and agencies
- Researches and recommends long range plans and strategies for meeting citizen service needs; operational changes; strategies for addressing drainage; inflow and infiltration; and other system problems to the Town Council
- Negotiates fees on landfill usage and contracts with solid waste vendors

- Performs recruitment and supervision of department personnel; meets frequently with staff to solve more complex problems; sets priorities and deadlines; and provides guidance and direction
- Supervises and participates in construction and maintenance tasks with crews; makes field inspections of projects to review progress and ensure completion; performs plan review
- Engages in considerable personal contact with citizens concerning service requests and complaints; investigates and decides or recommends actions; coordinates projects with other departments, contractors, and consulting engineers
- Attends Town Council meetings to represent the department
- Prepares and reviews departmental operation budget; monitors and approves expenditures
- Serves as Operator in Responsible Charge of the water distribution and sewer collection system
- Supervises wastewater treatment plant and wells
- Oversees, researches, recommends and implements strategies to address changes in regulations regarding water distribution, sewage collection, storm water, safety and other related issues
- Plans, organizes, and monitors a variety of contracted work; coordinates with consulting engineers and contractors; conducts inspections, estimates costs, coordinates grant funding
- Maintains an Equipment Inventory list and supervises the operation of all major equipment and preventive maintenance; manages purchase of equipment, supplies and parts to keep all equipment in good working order
- Maintains town buildings and landscaping

Additional Job Duties

Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of:

- The principles and practices of public works and water and environmental resources administration, planning, operations, maintenance, and construction
- State and federal laws and regulations and adherence to related Town policies
- Equipment and materials used in the construction, maintenance and repair of distribution and collection systems, drainage systems, and streets
- Modern governmental budgeting, personnel and purchasing practices
- Safety practices such as shoring, construction signing, and confined space entry
- Civil engineering design principles and engineering practices as applied to departmental functions
- Principles and practices, laws and regulations relating to supervised functions
- Supervision of employees including effective communications, motivations, staffing, and coaching
- Interpretation and preparation of complex and detailed records and reports

- Maintaining effective working relationships with Town officials, other public officials, employees, contractors and the general public
- Presentation of ideas effectively in oral and written form

Physical Requirements

Must be able to:

- Perform the physical life functions of climbing, balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions
- Perform medium work exerting up to 50 pound of force occasionally; up to 20 pounds of force frequently and/or up to 10 pounds of force constantly
- Visual acuity to produce and review written reports and records including mathematical calculations, operation of a computer terminal, analyzation of data, and ability to read maps, schematic drawings and plans

Desirable Education and Experience

Graduation from an accredited college or university with an associate's degree in civil or environmental engineering, public administration, or related field, and considerable supervisory experience in the public work or environmental resources field; or an equivalent combination of education and experience.

Special Requirement

Possession of:

- Valid North Carolina driver's license
- Appropriate distribution, collections system, and wastewater treatment plant operator certifications

This position is in salary band III. Hiring salary range is \$58,585.80 - \$103,369.76 with midpoint for full qualifications and experience of \$68,917.68, with benefits.

This job description does not create an employment contract, implied or otherwise.