

# Public Works

## Director of Public Works

Grade: 33

### General Statement of Duties

Performs difficult professional and administrative work supervising the operation of the Town's Public Works Department. Plans, organizes and directs the work of all public utilities department functions to include plant operations, process control, laboratory analysis, distribution and collection system operations and maintenance and preventive maintenance and repair. Manages and plans the activities of all public works department functions including solid waste management, property management, handling citizen issues and departmental budget and personnel administration. Work is performed under the general supervision of the Town Manager.

### Distinguishing Features of the Class

An employee in this class plans, organizes, and supervises other full-time and hourly employees engaged in performing a variety of work associated with providing public services for the Town. Duties supervised and participated in include water and sewer treatment and distribution system operations and maintenance; meter reading, meter installation and repair, and utility hook-up; and insuring that modern, safe, effective and efficient practices are utilized by other employees. A primary responsibility is overseeing water distribution and sewage collection services for the Town. The employee participates in daily operations and maintenance of the water treatment plant and supervises operations of the water system, and provides technical advice and assistance to the Board and Town Manager in the improvement of water and environmental resources, and other infrastructure. Daily work includes assigning work to employees and providing and training and evaluation of employees; inspecting work in progress; sewer plant maintenance and operation. Developing a preventive maintenance program for water and sewer lines and the sewer plant; responding to emergency needs; acquiring equipment and materials needed by the crews; meeting with contractors on projects for the Town' cost estimation and budget monitoring; and responding to citizen complaints.

### Duties and Responsibilities

Serve as the ORC of the wastewater plant, including collection distribution, cross connection oversight; takes samples; keeps precise records and interprets results; oversees and participates in the preventive maintenance program for utility lines and water system and sewer plant; is on call to respond to emergencies at the plant, sewer and water lines, or other facilities. Supervises the water system; assures water and wastewater facilities meet state and federal laws, rules and regulations and the state required reports are submitted on a timely basis.

Stays abreast of changes in regulation regarding water distribution, sewage collection, storm water, safety, and other related issues. Supervises employees in maintenance

and repair of utility systems, streets, and equipment; prioritizes projects and coordinates the use of available equipment, materials, and personnel to complete projects in an effective and efficient manner; makes daily and weekly work assignments to the employees and inspects work during and after completion to assure quality and quantity of work. Reviews budget expenditures; makes routine purchases to complete needed work. Interview prospective employees and makes hiring recommendations to the Town Manager; orients and trains employees and provides feedback as work is performed. Supervises and participates in the maintenance and repair of water and sewer lines. Hydrants, meters, and valves; supervises and participates in reading meters and replacing when needed; supervises and participates in cut-on and cutoff and making water taps.

Maintains records and prepares reports on work completed. Supervises or operates backhoes, trucks, and other equipment in situations requiring skills and care such as around underground and overhead utility lines, near overhanging branches, traffic, and other situations. Answers citizen's questions concerning services; responds to complaints.

### **Recruitment and Selection Guidelines**

#### Knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of water and wastewater treatment,
- Distribution and collection transmission lines, pumping stations, metering, and other utility systems appurtenances;
- Thorough knowledge of the principles and practices of property management, fleet maintenance and solid waste management;
- General knowledge of engineering design principles and the ability to apply them to designated projects;
- Knowledge of mechanical, electrical, and electronic trades as applied to water facilities and wastewater treatment facilities and equipment maintenance and repair;
- Ability to supervise subordinate supervisors including effective leadership, conflict resolution and performance coaching and evaluation;
- Possession of NC Class B Distribution, Grade 1 Collection, NC Cross Connection Licenses or the ability to gain accreditation within 1 year
- Must possess and maintain a valid North Carolina Driver's License;

## **Desirable Education and Experience**

### **Qualified**

Graduation from a four year college or university with a degree in environmental sciences, chemistry or related field preferred; 3 years' experience working in municipal public works, 2 years' experience supervising water and wastewater treatment, distribution and collection systems and solid waste management;

### **Well Qualified**

Graduation from a four year college or university with a degree in environmental sciences, chemistry or related field preferred; 6 years' experience working in municipal public works, 4 years' experience supervising water and wastewater treatment, distribution and collection systems and solid waste management;

### **Highly Qualified**

Graduation from a four year college or university with a master's degree in environmental sciences, chemistry or related field preferred; 10 years' experience working in municipal public works, 5 years' experience supervising water and wastewater treatment, distribution and collection systems and solid waste management;

### **Job Classification**

Supervisory Exempt