

NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY

08/28/17

(Revised 11/03/17)

Public Works Director

The Human Resources Department is accepting applications for a Public Works Director to perform professional, technical, and administrative work planning, organizing, and directing a variety of public works activities including: buildings and grounds; water and sewer utilities; solid waste collection and disposal; and street sign installation and repair.

Education/Requirements: Graduation from a four year college or university with a degree in public or business administration, civil engineering or environmental engineering or related field, and considerable experience in the public works or utilities field including some supervisory experience; or an equivalent combination of education and experience.

Apply at the Northampton County Human Resources Department
107 Thomas Bragg Drive
or mail application to: HR Dept., PO Box 367, Jackson NC 27845

See Complete Job Description Online

➔ SUBMIT A NORTHAMPTON COUNTY APPLICATION & RESUME

Available @ www.northamptonnc.com

Normal Hiring Salary Range
Grade 77/1 - \$55,382 - \$58,186

Closing Date/Postmark: ~~Open Until Filled~~ Monday, November 13

Northampton County Is An Equal Opportunity Employer And Hires Only U.S. Citizens And Lawfully Admitted Aliens. Northampton County Is A Drug-Free Workplace.
All Candidates Will Be Subject To Background Checks/Drug Testing As A Condition Of Employment.

Public Works Director

General Statement of Duties

Performs difficult professional, technical, and administrative work planning, organizing, and directing a variety of public works activities including: buildings and grounds; water and sewer utilities; solid waste collection and disposal; and street sign installation and repair.

Distinguishing Features of the Class

An employee in this class plans, organizes and directs the work of employees engaged in a wide variety of public works operations and services. The employee provides technical advice and assistance to the County Manager and the Board in the provision of public works programs, and insures that modern, safe, effective and efficient practices are utilized by county work crews. Work also includes contract management, handling citizen issues, and budget and personnel administration of the department. The employee represents the County to a wide variety of citizens, developers, and contractors. Work is performed independently and in coordination with the County Manager. The employee is subject to working in inside and outside environments in extreme weather. Work is performed under the general direction of the County Manager and is reviewed by reports, conferences and acceptance of the community.

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.

Reports to and advises County Manager and officials on public works projects and activities.

Researches and recommends operational changes to the County Manager.

Performs selection, promotion, training, counseling and disciplining of department personnel in consultation with the County Manager; meets frequently with subordinate supervisors to solve more complex problems; sets priorities and deadlines, and provides guidance and direction.

Makes field inspections of public works projects to review progress and ensure completion.

Engages in considerable personal contact with citizens concerning service requests and complaints; investigates and decides or recommends actions; coordinates projects with other departments; attends County Commissioner meetings to represent the department.

Prepares and reviews departmental operating budget; monitors and approves expenditures.

Ensures that proper records are maintained of department operations; analyzes trends and work orders for effective decision making.

Supervises changes in regulations regarding solid waste disposal including recycling, water treatment and distribution, sewer collection and treatment; and other related issues.

Plans, organizes, and monitors a variety of contracted work; coordinates with engineers and contractors.

Additional Job Duties

Performs other duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of the principles and practices of public works administration, planning and construction.

Thorough knowledge of related County policies, state and federal laws and regulations.

Thorough knowledge of the equipment and materials used in building and grounds maintenance, construction, maintenance and repair of water and sewer systems and solid waste management.

Considerable knowledge of governmental budgeting, personnel and purchasing practices.

Knowledge of related engineering principles and practices.

General knowledge of the principles and practices, laws and regulations relating to functions supervised.

Ability to supervise subordinate supervisors including effective communications, motivations, staffing, and coaching.

Ability to maintain effective working relationships with County officials, other public officials, employees, contractors and the general public.

Desirable Education and Experience

Graduation from a four year college or university with a degree in public or business administration, civil engineering or environmental engineering or related field, and considerable experience in the public works or utilities field including some supervisory experience; or an equivalent combination of education and experience

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently and/or constantly.

Must possess visual acuity to produce and review written reports and records including mathematical calculations, operate a computer terminal, analyze data, and to read maps and plans.

Special Requirement

Possession of a valid North Carolina driver's license.