



**TOWN OF CANTON, NORTH CAROLINA**

**CLASS TITLE: PUBLIC WORKS DIRECTOR**

<b>Department:</b>	<b>Public Works</b>
<b>Reporting To:</b>	<b>Town Manager</b>
<b>Direct Reports:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Last Updated On:</b>	<b>August 2022</b>

**GENERAL DESCRIPTION OF CLASS:**

Under general guidance, performs responsible supervisory and administrative work in directing and managing the personnel and functions of the Streets and Water and Sewer Divisions; responsible for planning, organizing, and directing a variety of public works and public utilities activities, including capital projects, engineering services, water distribution, sewer collection, water and wastewater treatment, street maintenance, and solid waste management; performs other work as assigned.

**ESSENTIAL FUNCTIONS:**

- Supervises subordinates through the chain of command, including instructing, assigning, reviewing, and planning work.
- Recruits and selects new employees; acts on employee problems; applies corrective action in accordance to Town personnel policy.
- Recommends employee discipline and discharge, employee transfers, promotions, and salary increases.
- Ensures all shifts are manned in compliance with regulations.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Plans, organizes and directs all programs and operations of the Public Works Department, including capital projects, engineering services, water distribution, sewer line construction and maintenance, water and wastewater treatment, street maintenance and repair, solid waste management, and fleet services.
- Develops and administers the department budget; ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Directs the operations of the water treatment plant and sewer treatment operations.

- Evaluates the Town's utility conditions; formulates short- and long-range plans to meet infrastructure needs in accordance with applicable laws and regulations.
- Develops asset management plans and capital improvement plans.
- Ensures departmental compliance with applicable federal, state and local laws and regulations, Town policies and procedures, and standards of quality and safety.
- Develops and implements all department policies and procedures; develops and recommends ordinances related to Town public works and utilities functions.
- Coordinates the design and construction of Town infrastructure.
- Prepares bid documents; managed project bidding and contractor selection.
- Prepares RFQs for professional services.
- Conducts construction administration and project management for contracted construction projects.
- Performs professional engineering work as necessary in the design, development, and implementation of infrastructure projects.
- Prepares a variety of studies, reports and related information for decision-making purposes and as required by the Town and regulatory agencies.
- Coordinates Department activities and functions with those of other Town divisions, departments and outside agencies as appropriate.
- Recruits and selects new employees.
- Supervises subordinate supervisory and support staff.
- Trains operators in use of all plant tools and equipment.
- Plans, organizes, supervises, and inspects the work of crews engaged in utility maintenance, repair, and construction.
- Provides for adequate staff training and development opportunities.
- Analyzes Department schedules and workloads; adjusts as necessary to ensure optimum productivity and efficiency.
- Provides guidance and expertise to the Town Manager and Town Board in areas of responsibility.
- Meets with Town residents and citizen groups to discuss and resolve problems related to Department operations and projects.
- Provides plan review of subdivisions and construction plans for compliance with applicable codes, regulations, standards, laws and regulations; coordinates plan review with other departments as appropriate.
- Attends and participates in Town Board meetings as requested.
- Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility.

- Performs general administrative / clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, attending and conducting meetings, etc.
- Attends meetings, workshops, conferences, etc., as appropriate to maintain knowledge of current legislation, trends and technology in assigned areas of responsibility.
- Performs other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Thorough knowledge of the practices used and equipment required in the operation and maintenance of municipal distribution and collection system.
- Thorough knowledge of the practices used and equipment required in the maintenance of municipal streets, sidewalks, and stormwater system.
- Thorough knowledge of the practices used and equipment required in the operation and maintenance of a municipal separate storm sewer system (MS4).
- Strong supervisory skills including conflict resolution and professional development.
- Strong written and verbal communication skills.
- Ability to operate a personal computers including Microsoft Office.
- Ability to adapt to new technologies.
- Considerable knowledge of the maintenance requirements and repair of methods relating to water and sanitary sewer lines.
- Considerable knowledge of layout of Town streets and water and sewer lines.
- Thorough knowledge of the hazards and applicable OSHA regulations involved in public works operations.
- Ability to plan, coordinate, and supervise the work of subordinate personnel.
- Ability to solve technical problems.
- Ability to train subordinate personnel.
- Ability to establish and maintain effective working relationships with officials, employees, and the public.
- Ability to drive team work and create a supportive work environment.
- Strong strategic planning skills.
- Strong reasoning and problem-solving skills.
- Ability to perform clerical, manual or technical tasks prescribed by standard practices, but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices.

### **EDUCATION AND EXPERIENCE REQUIRED:**

- High school diploma or GED.
- Bachelor's degree in Civil Engineering, Construction Management, or related field supplemented by advanced coursework or training and six (6) years of experience in municipal engineering, public works, and/or environmental resources management; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

### **SPECIAL REQUIREMENTS:**

- Valid North Carolina driver's license.
- Must possess registration as a Professional Engineer in North Carolina.

### **WORKING CONDITIONS:**

- The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, and explosives.

### **ADA COMPLIANCE**

The Town of Canton is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### **PHYSICAL REQUIREMENTS:**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, and hearing. Must be able to perform medium heavy work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects. Must possess visual acuity to use measurement devices; to assemble parts at distances close to the eyes, to operate hand, motorized and heavy equipment and trucks as well as for safety and quality of work issues, and to determine the accuracy, neatness and thoroughness of work assigned.