



Office of the Town Manager  
114. N Raiford Street  
Selma, North Carolina 27576  
Phone (919) 965-9841  
[www.selma-nc.com](http://www.selma-nc.com)

## **PUBLIC WORKS DIRECTOR**

### **General Statement of Duties**

Performs professional, administrative, and technical work. Planning, coordinating, organizing, and directing various activities of the Public Works Department. The department is engaged in street maintenance and repair, solid waste management, cemetery, landscape maintenance, building maintenance, fleet maintenance, and storm water management and drainage.

### **Distinguishing Features of the Class**

An employee in this class, plans, organizes, and directs the day to day work of employees engaged in a wide variety of municipal operations and services. The employee provides technical advice to the Town Manager and the Town Council in the growth of public works and public utilities, and ensures that modern, safe, effective and efficient practices are utilized by municipal work crews. Work includes participation in planning for infrastructure needs; contract management; handling citizen issues; operating and capital budget development and implementation; and personnel administration of the department. The employee represents the Town to a wide variety of citizens and officials. Work is performed independently and in coordination with the Town Manager and other Town officials. Work also includes assisting the Town Manager with utility capital improvement projects coordination such as line replacement programs; long range planning for facilities and system capacity and technical compliance needs; establishing and maintaining records and reports necessary for full compliance with all regulations and for effective management decision-making, and ensuring effective productivity of assigned personnel. The employee may occasionally enter confined spaces and come in contact with other hazards; subject to working inside and outside in extreme weather and environments, and in heavy traffic in the streets. Work is performed under the general direction of the Town Manager and is reviewed through periodic conferences, reports, and feedback from 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 staff; ensures proper maintenance of Town Structures, facilities, and equipment.
- Reports to, and advises, the Town Manager and officials on public works projects and activities.
- Researches and recommends operational changes to the town Manager.
- Performs or oversees selection, promotion, training, counseling, and disciplining of department personnel in consultation with the Town Manager and subordinate supervisors.
- Holds staff meetings to keep staff informed, goal-oriented, customer-focused, and to solve problems and address issues that broadly affect the department and staff.
- Plans, directs and maintains active safety programs for all employees including training, procedures, and equipment as necessary.

- Makes field inspections of public works projects to review progress and ensure completion; performs subdivision review.
- Engages in considerable personal contact with citizens concerning service requests and complaints; investigates and decides or recommends actions; coordinates projects with other departments.
- Manages solid waste contract and responds to associated requests and complaints.
- Participates with management and elected officials in planning for infrastructure development, expansion, regulatory compliance, current and future capacity needs and system modifications for increased efficiency.
- Supervises changes in regulations regarding storm water, safety, and other related issues.
- Plans, organizes, and monitors a variety of contracted work; coordinates with engineers and contractors; supervises and participates in construction inspections, and the acceptance of new infrastructure by the Town.

#### Additional Job Duties:

- On call 24 hours a day, 7 days a week; must be able to respond within 30 minutes.
- Attend Town Council meetings as needed and/or required.
- Monitor and oversee the physical facilities of a local community or area.
- Create bid specifications and recommend specific vendors for projects.
- Create, and plan, long-term programs that develop and aid the growth of the community.

### **Recruitment and Selection Guidelines**

#### Knowledge, Skills and Abilities:

- Working knowledge of the principles and practices of public works administration, planning and construction.
- Thorough knowledge of related Town policies, state and federal laws and regulations.
- Thorough knowledge of the equipment and materials used in the construction, maintenance and repair buildings and grounds, streets and sidewalks.
- Thorough knowledge of landfill rules, regulations and operation.
- Considerable knowledge of hazards and related safety precautions and OSHA guidelines in order to implement safe work practices.
- Considerable knowledge of governmental budgeting, personnel, and purchasing practices and the Town's related policies and procedures.
- Working knowledge of related engineering principles, practices and their application to street construction and maintenance.
- General knowledge of the principles and practices, laws and regulations relating to supervised functions.
- Knowledge of the application of information technology to departmental functions and recordkeeping.
- Skill in collaborative conflict resolution, using critical analysis to understand complex situations in order to offer and implement solutions, and customer service.
- Ability to maintain effective working relationships with Town officials, other public officials, employees, contractors, regulatory officials, and the general public.
- Considerable knowledge of effective management practices including leadership, staffing, planning, motivation, communication and interpersonal skills, delegation, discipline, performance coaching and evaluation, and other practices.
- Working knowledge of mechanical, electrical, and electronic trades as applied to equipment maintenance and repair.

- Ability to analyze information and make effective decisions.
- Ability to prepare, present and interpret complex records and reports.
- Ability to communicate effectively in oral and written form.
- Ability to take a positive approach to change.
- Ability to persevere and cope with pressure effectively
- Time management skills and the ability to work on a tight deadline.

#### Physical Requirements:

- Must be able to perform the physical life functions of climbing, stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, grasping, 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, analyze data, and to read maps, schematic drawings and plans.

#### Desirable Education and Experience:

- Graduation from an accredited college with a degree in civil or environmental engineering technology, building trades or related field.
- A minimum of three (3) years' experience in procurement and administering CDBG.
- Five (5) or more years' management and supervisory experience in public works and/or training; or equivalent combination of education and experience.

#### Special Requirement

- Possession of a valid North Carolina Driver's License.

The salary for this position is \$56,070-\$86,858. The hiring range is \$56,070-\$71,448, which is a Grade 21. Position is open until filled.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf> The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application.* It is preferred that all completed and signed Employment Applications be submitted via email to [jeakes@selma-nc.com](mailto:jeakes@selma-nc.com). Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Jennifer Eakes, Human Resources Director Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Jennifer Eakes either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.