



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)

## **COLLECTIONS & DISTRIBUTION SUPERINTENDENT**

### **General Statement of Duties**

Performs difficult technical, responsible administrative work, and supervisory functions, such as scheduling and prioritizing work assignments; conduct performance appraisals, grant leave, monitor overtime, take disciplinary actions and make promotion recommendations

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

An employee in this class, schedules, assigns, supervises and observes the work of Plant Operators and Mechanics engaged in the operation and maintenance of a water plant. Assumes the role of designated Operator in Responsible Charge (ORC) or assigns the role to a qualified individual. Consults with operating personnel and directs the adjustment of process control methods to coordinate plant efficiency. Operates complex computer-controlled equipment to include SCADA and records essential data required to meet State and Federal regulatory permits. Trains employees in procedures and methods; Prepares comprehensive reports on plant operations for submission to administrative superiors and Governmental Agencies. Assists in the preparation of the plant operating budget and capital improvement program and the monitoring of plant expenditures. Develops and enforces plant safety and other procedures and regulations. Works with contractors, engineers, and others as necessary. Works with Public Relations Personnel on matters of concern. Maintains various recordkeeping and reporting forms. Ensures that all work is performed in accordance with OSHA and Town safety standards and policies.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks:**

- Provides supervision over operations and maintenance of functions of sanitary water/sewer lines, force mains, and water/sewer systems.
- Performs supervisory functions, such as scheduling and prioritizing work assignments; conduct performance appraisals, grant leave, monitor overtime, take disciplinary actions, and make promotion recommendations.
- 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.
- 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.
- Prepares reports and maintains accurate records of work to include labor, materials, equipment, etc.

- Ensures emergency repairs are made properly and safely
- Read and review plans, specifications, and other construction documents to assist in maintenance and troubleshooting as required.
- Ensures proper maintenance programs are formulated and implemented to maintain the sewer system in good working order.
- Ensures that employees are following all state, Town and departmental guidelines, policies, and procedures.
- Ensures members attend the appropriate training to efficiently perform their work and are cross trained in all necessary duties.
- Resolves citizen inquires in a courteous and timely manner.
- Coordinates with outside agencies, departments, and divisions.
- Recommends and implements process improvements.
- Responds to emergencies on a 24/7 basis, which may include rotating nights, weekends, and/or holidays to ensure adequate resources, supervision, guidance and timely correction of problems.

#### 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.
- 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 small water and sewer systems, planning and construction.
- Build knowledge of related Town policies, state and federal laws and regulations.
- Knowledge of the equipment and materials used in the operation of water/sewer systems.
- Knowledge of hazards and related safety precautions and OSHA guidelines in order to implement safe work practices.
- Knowledge of governmental budgeting, personnel, and purchasing practices and the Town's related policies and procedures.
- Ability to work with Engineers.
- 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.
- 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.
- 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 Chemistry, Biology or closely related field and a minimum of 2 years' experience in water treatment operations. Minimum of 3-5 years supervisory experience or; combination of experience and education.

### Special Requirement

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

The salary for this position is \$48,437-\$75,031. The hiring range is \$48,437-\$61,719, which is a Grade 18. 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.