



JOB DESCRIPTION – TOWN OF KURE BEACH

Title: Deputy Public Works and Utilities
Hiring Authority: Public Works and Utilities Director
Reports to: Public Works and Utilities Director
Salary range: \$41,530.32 - \$73,274.76 / midpoint \$48,849.84
Work Type: Full Time, salaried
Work schedule: Variable, subject to on-call; nights, weekends as needed
Date: August 1, 2018

Department: Public Works
FLSA status: Non-exempt
Salary Band: II

General Overview

Assists the Director with performing difficult professional, technical, and administrative work planning, organizing, and directing a variety of public works and public utilities activities including: water and sewer lines; wastewater treatment; well operations; street and drainage system maintenance and repair; building and landscape maintenance and repair; and solid waste collection.

Supervision

Work is performed under the general direction of the Public Works and Utilities Director and is evaluated by review of reports, conference and acceptance of the community. Reports to and updates the Director on public works and public utilities projects and activities

Essential Functions

Assists the Director with the following tasks:

- Organizing and directing the work of employees engaged in a wide variety of municipal operations and services
- Operations and maintenance of the wastewater treatment plant and well water system
- Technical advice and assistance in the improvement of water and environmental resources
- Supervision of streets and other infrastructure and ensures modern, safe, effective and efficient practices are utilized
- Contract administration
- Budget and personnel administration for the department
- Representation of the town to a wide variety of citizens, developers, state and federal regulatory officials
- Management and planning of activities of all public works department staff ensuring coordination of activities with other departments and governmental jurisdictions and agencies
- Research and recommendation of long range plans and strategies for meeting citizen service needs; operational changes; strategies for addressing drainage; inflow and infiltration; and other system problems
- Negotiation of fees on landfill usage and contracts with solid waste vendors
- Recruitment and supervision of department personnel; meetings with staff to solve more complex problems; setting priorities and deadlines; and providing guidance and direction
- Supervision and participation in construction and maintenance tasks with crews

- Field inspections of projects to review progress and ensure completion and plan review
- Personal contact with citizens concerning service requests and complaints; investigation, and resolution or recommended action
- Coordination of projects with other departments, contractors, and consulting engineers
- Attendance at Town Council meetings to represent the department
- Preparation and review of departmental operation budget; monitoring and approval of expenditures
- Supervision of wastewater treatment plant and wells
- Oversight, research, recommendation and implementation of strategies to address changes in regulations regarding water distribution, sewage collection, storm water, safety and other related issues
- Planning, organizing, and monitoring a variety of contracted work; coordination with consulting engineers and contractors; conducting inspections, estimating costs, coordinating grant funding
- Maintaining an Equipment Inventory list and supervising the operation of all major equipment and preventive maintenance; purchase of equipment, supplies and parts to keep all equipment in good working order
- Maintenance of town buildings and landscaping
- Notify the Public Works and Utilities Director when there are problem areas and ensure adherence to Town policies and ordinances

Additional Job Duties

- Perform other duties as assigned

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Working knowledge of the principles and practices of public works, water and environmental resources administration, planning, operations, maintenance, and construction
- State and federal laws and regulations and adherence to related Town policies
- Equipment and materials used in the construction, maintenance and repair of distribution and collection systems, drainage systems, and streets
- Modern governmental budgeting, personnel and purchasing practices
- Safety practices such as shoring, construction signing, and confined space entry
- Civil engineering design principles and engineering practices as applied to departmental functions
- Principles and practices, laws and regulations relating to supervised functions
- Supervision of employees including effective communications, motivations, staffing, and coaching
- Interpretation and preparation of complex and detailed records and reports
- Maintaining effective working relationships with Town officials, other public officials, employees, contractors and the general public
- Presentation of ideas effectively in oral and written form

ADA compliance

Physical Ability

- Perform the physical life functions of climbing, balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions
- Perform medium work exerting up to 50 pound of force occasionally; up to 20 pounds of force frequently and/or up to 10 pounds of force constantly

Visual Ability

- Visual acuity to produce and review written reports and records including mathematical calculations, operation of a computer terminal, analyzation of data, and ability to read maps, schematic drawings and plans

Hearing and Speaking Ability

- Hearing ability sufficient to hold a conversation with other individuals in both person and over a telephone
- Sufficient to communicate effectively with other individuals in person and over a telephone

Training and Experience Requirements

- Graduation from an accredited college or university with an associate's degree in civil or environmental engineering, public administration, or related field
- Supervisory experience in the public work or environmental resources field; or an equivalent combination of education and experience

Special Requirement

Possession of:

- C-well, C distribution, Back Flow and Cross Connections, Grade 1 Collections, Grade 1 Wastewater certifications
- Valid North Carolina driver's license

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description is subject to change as the needs of the business change. This job description does not create an employment contract, implied or otherwise.