



Town of Waynesville, NC

Town Council Regular Meeting

Town Hall, 9 South Main Street, Waynesville, NC 28786

Date: August 12th, 2025

Time: 6:00 p.m.

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(828) 452-2491 cpoolton@waynesvillenc.gov

A. CALL TO ORDER - Mayor Gary Caldwell

1. Welcome/Calendar/Announcements

B. PUBLIC COMMENT

C. ADDITIONS OR DELETIONS TO THE AGENDA

D. CONSENT AGENDA

All items below are routine by the Town Council and will be enacted by one motion. There will be no separate discussion on these items unless a Councilmember so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.

2.
 - a. July 22, 2025 Regular Meeting Minutes
 - b. July 31, 2025 Special Called Meeting Minutes
 - c. Appointment of Mitchell Bearden to the Waynesville Recreation Advisory Commission
 - d. Budget Amendment for the Parks and Recreation Department
 - e. Rescind the appointments of Henry Kidder and Josh Morgan to the Board of Adjustment
 - f. Appointment of Mary Ford and Jessi Stone to the Zoning Board of Adjustment

Motion: To approve the consent agenda as presented.

E. PRESENTATIONS

3. Fourth of July Parade Presentation
 - Eva Hansen

4. Presentation of Fiscal Year 2024 Audit

- Jonas Watts, Audit Team Member

Motion: To accept the presentation for information and approve the FY24 audit.

F. NEW BUSINESS

5. Budget Amendment Request – \$15,000 Match for Dog Park Grant Application

- Luke Kinsland, Recreation Director

Motion: To approve a budget amendment in the amount of \$15,000 to serve as the required 1:1 match for the Town's dog park grant application, with funds to be reallocated from previously earmarked storm recovery expenses.

6. Amendment to Town Ordinance to Permit Alcohol in Recreation Areas for Special Events

- Luke Kinsland, Recreation Director

Motion: To approve the proposed amendment to the Town ordinance to allow the sale and consumption of alcohol in areas managed by the Recreation Department, including parks, the Armory, and the Recreation Center, contingent upon the issuance of a special event permit approved by Town Council.

7. Public Works Department Reorganization

- Ricky Bourne, Public Services Director

Motions:

- 1. Approve proposed Public Works Department reorganization and adopt the updated organizational chart.**
- 2. Approve the associated reclassifications and job description updates as outlined in the attached proposal.**
- 3. Acknowledge the budgetary impact and authorize implementation within the current fiscal year.**

8. Special Events Cost Analysis

- Jesse Fowler, Assistant Town Manager

G. COMMUNICATION FROM STAFF

9. Manager's Report

- Town Manager, Rob Hites

10. Town Attorney's Report

- Town Attorney, Martha Bradley

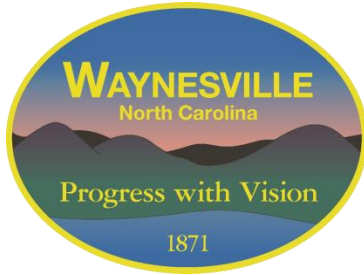
TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

August 12, 2025

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H. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

I. ADJOURN



TOWN OF WAYNESVILLE

PO Box 100
 16 South Main Street
 Waynesville, NC 28786
 Phone (828) 452-2491 • Fax (828) 456-2000
www.waynesvillenc.gov

2025 CALENDAR

ALL COUNCIL MEETINGS TO START AT 6:00 PM IN THE BOARD ROOM LOCATED
 AT
 9 SOUTH MAIN STREET UNLESS OTHERWISE NOTED

2025	
Tues, August 26	Town Council Meeting – Regular Session
Mon. September 1	Town Offices Closed-Labor Day
Tues, September 9	Town Council Meeting – Regular Session
Sat. September 13	Rec Center 5K
Tues. September 23	Town Council Meeting – Regular Session
Sat. October 11	Church Street Festival 10am-5pm
Tues. October 14	Town Council Meeting – Regular Session
Saturday, October 18	Apple Harvest Festival
Tues. October 28	Town Council Meeting – Regular Session
Tues. November 11	NO COUNCIL MEETING-Veterans Day
Tues. November 25	Town Council Meeting – Regular Session
Thurs and Fri Nov 27, 28	Town Offices Closed-Thanksgiving
Tues. December 9	Town Council Meeting – Regular Session
Wed-Fri, Dec 24, 25, 26	Town Offices Closed-Christmas

Board and Commission Meetings – August 2025

ABC Board	ABC Office – 52 Dayco Drive	August 19th 3 rd Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	August 5th 1 st Tuesday 5:30 PM
Cemetery Commission	Public Services Building	Every Other Month-September 16th 3 rd Tuesday 2:00 PM
Downtown Waynesville Commission	Town Hall – 9 South Main Street	August 19th 3 rd Tuesday 8:30 AM
Environmental Sustainability Board	Public Services-129 Legion Drive	August 7th 1 st Thursday 4:30pm
Historic Preservation Commission	Town Hall – 9 S. Main Street	August 6th 1 st Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	August 18th 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	August 14th 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	August 18th 3 rd Monday 5:30 PM
Waynesville Housing Authority	Main Office-48 Chestnut Park Drive	August 27th 4 th Wednesday 9:00 AM

MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL
Regular Meeting
July 22, 2025

THE WAYNESVILLE TOWN COUNCIL held a regular meeting on Tuesday, July 22, 2025, at 6:00pm in the Town Hall Board Room located at 9 South Main Street Waynesville, NC.

A. CALL TO ORDER

Mayor Gary Caldwell called the meeting to order at 6:03 pm with the following members present:

Mayor Gary Caldwell
Mayor Pro Tem Chuck Dickson
Councilmember Jon Feichter
Councilmember Anthony Sutton
Councilmember Julia Freeman

The following staff members were present:

Rob Hites, Town Manager
Candace Poolton, Town Clerk
Martha Bradley, Town Attorney
Elizabeth Teague, Development Services Director
Alex Mumby, Land Use Administrator
Police Chief David Adams
Assistant Chief of Police Josh Schick
Fire Chief Chris Mehaffey
Assistant Fire Chief Cody Parton
Page McCurry, Human Resources Director

Members of the Media:

Paul Nielsen, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and announced that there is a Mountain Street Dance on August 8th and the next Council meeting is August 12th.

B. PUBLIC COMMENT

Marti Bowman- Ms. Bowman said she represents the Kiwanis Club of Waynesville. She said there is a partnership between the Rec Center and Kiwanis to sell engraved bricks that will form the path between the park and the All Abilities Playground. She said the goal is to have the bricks installed before the Rec Center 25th anniversary.

A motion was made by Councilmember Sutton, seconded by Councilmember Feichter, to purchase 15 bricks. The motion passed unanimously.

C. ADDITIONS OR DELETIONS TO THE AGENDA

A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to add "Resolution in Support in Haywood Water Interconnect" to the agenda. The motion passed unanimously.

D. CONSENT AGENDA

All items below are routine by the Town Council and will be enacted by one motion. There will be no separate discussion on these items unless a Councilmember so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.

2.
 - a. Motion to approve the July 8, 2025 Regular Meeting Minutes
 - b. Motion to appoint James Yacobi to the Waynesville Housing Authority.
 - c. Motion to appoint D. Jane Jenkins to the Historic Preservation Commission.
 - d. Motion to approve and sign audit contract amendment.
 - e. Motion to approve the Rock for Relief Special Event Permit
 - f. Motion to approve the Apple Harvest Festival Special Event Permit

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to approve the consent agenda as presented. The motion passed unanimously.

E. PRESENTATIONS

3. Recognition of Public Works Employee
 - Police Chief David Adams

Police Chief David Adams reported that on May 22, 2025, Aaleiah Cagle and Myles Chandler witnessed one of their co-workers fall forward onto the cement floor inside of the Public Works Garage. Chief Adams said they sprang into action and called 911 and stayed with the employee until medical help arrived. He attributed their efforts and quick thinking to saving his life. He presented Myles the Live Saving Award and will be presenting the award to Aaleiah at the next meeting.

4. Presentation on the Town of Waynesville's America 250 NC Grant Update
 - Alex Mumby, Land Use Administrator

Land Use Administrator Alex Mumby reported that the Town of Waynesville applied and was awarded a grant of \$27,000 to paint a mural of the Town's history and its namesake General "Mad" Anthony Wayne, which will be painted on the back of the Strand Theater facing Wall Street. He said the grant requires a match of just \$4,050 dollars and they have received approval from Rodney Conard to paint the mural on the back of the

Strand Theater facing Wall Street. Mr. Mumby said the Historic Preservation Commission has formed a mural subcommittee which includes Alex McKay, Leisa Denti, Anna Whitmire, Anthony Sutton, Rodney Conard, and Patrick McDowell. After the subcommittee reviewed the six qualifying applications, Mr. Mumby said they selected Rafael Blanco as the artist.

Mayor Caldwell asked what the life span of the mural would be. Ms. Poolton said research done for the Pigeon Community Center mural suggested 30 years with a protective coating applied every five to ten years.

Councilmember Dickson noted that there are blanks on the easement for the length of time. He asked Mr. Mumby how long the term would be. Mr. Mumby said Council could decide, and Councilmember Dickson and Ms. Teague suggested 30-years, roughly the life of the mural.

Councilmember Sutton suggested that Council should have final approval in the proposed mural. Councilmember Dickson said he trusts the subcommittee to make the final decision. Council agreed.

A motion was made by Councilmember Sutton, seconded by Councilmember Freeman, to approve the contract with Rafeal Blanco to install a mural. The motion passed unanimously.

A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to approve the easement contract with Rodney Conard and with Rafeal Blanco for a period of 30 years. The motion passed unanimously.

F. NEW BUSINESS

5. SRF Loan/Grant application for Little Champion Pump Station

- Town Manager Rob Hites

Town Manager Rob Hites reported that the State has been awarded \$209 million in funds to provide “State Revolving Loans” at “0 %” interest” to local governments to fund projects that would enhance storm mitigation efforts. Mr. Hites said McGill and Associates employs two former employees of the NC Division of Water Infrastructure (DWI) who analyzed these types of grants for the State. He said with their experience and services, the application should score very highly in the State’s process. Mr. Hites said the proposal is a lump sum \$12,500 which will be paid out of professional services in the wastewater collection and maintenance division. He added that the research done for this grant application will be useful for many other grant applications in the future. Mr. Hites said the grant funds will be used to build a new pump station and that Phase I includes rebuilding, and Phase II would be relocating siphon and gravity lines.

Councilmember Freeman asked how confident Mr. Hites is about getting principal relief. He said he has little confidence given that they have never received any principal forgiveness in the past. Councilmember Dickson asked what the total cost is for the project. Mr. Hites said \$7 million, and they are asking for \$8.3 million.

A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to approve McGill’s proposal. The motion passed unanimously.

6. Resolution of Support in Haywood County Water Interconnect

- Town Manager Rob Hites

Town Manager Rob Hites reported that several years ago, Waynesville, Canton and Clyde jointly participated in a State funded study to determine the feasibility of constructing a water interconnect between the Towns. Mr. Hites said that Helene provided further proof that connecting Clyde, Canton and Waynesville through a water interconnect would be extremely important moving forward. He stated that an interconnect would not be constructed until all parties agree to a joint use agreement that will outline the terms of use for the interconnect and staff expects the interconnect to be provided through grants to the Towns. Mr. Hites added that the interconnect would be designed to provide emergency water from Waynesville to Clyde and Canton and from Canton back to Waynesville and the cost of the water and maintenance of the line will be set through the agreement. He explained the difference between keeping the line wet or dry. Mr. Hites said that Haywood County would be the responsible party to administer the grant and they will proceed only if fully funded.

Councilmember Freeman asked if the town could set their own fees for the water and Mr. Hites said that the town can.

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to approve the resolution. The motion passed unanimously.

Mayor Caldwell introduced Ken Brown. Mr. Brown said he is running in the Republican primary against Mark Pless for State Representative.

G. COMMUNICATION FROM STAFF

7. Manager's Report

- Town Manager, Rob Hites

Nothing to report.

8. Town Attorney's Report

- Town Attorney, Martha Bradley

Nothing to report.

H. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Councilmember Sutton reported that the American Flood Coalition will be getting together in October to discuss resiliency and working at the state and federal level. He said the MPO public input session for the 2050 transportation plan had one of the highest turnouts. He added that they are still accepting public comment online. Mayor Caldwell asked about the construction on Walnut Street. Mr. Hites said they are closing one of the accesses to Boundary Street that goes to Haywood Builders, which would be a safety improvement.

I. CLOSED SESSION

9. Annual Review for the Town Attorney and Town Manager
- Mayor and Town Council

A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to go into closed session at 6:40pm pursuant to N.C.G.S. § 143-318.11(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. The motion passed unanimously.

A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to go adjourn the closed session at 7:50pm. The motion passed unanimously.

A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to go return to open session at 7:51pm. The motion passed unanimously.

J. ADJOURN

A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to adjourn at 7:52pm. The motion passed unanimously.

ATTEST:

Gary Caldwell, Mayor

Robert W. Hites, Jr. Town Manager

Candace Poolton, Town Clerk

MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL

Special Meeting

July 31, 2025

THE WAYNESVILLE TOWN COUNCIL held a special called meeting on Thursday, July 31, 2025, at 10:00am in the Town Hall Board Room located at 9 South Main Street Waynesville, NC.

1. CALL TO ORDER

Mayor Gary Caldwell called the meeting to order at 10:00 am with the following members present:

Mayor Gary Caldwell
Mayor Pro Tempore Chuck Dickson
Councilmember Jon Feichter
Councilmember Anthony Sutton
Councilmember Julia Freeman

The following staff members were present:

Rob Hites, Town Manager
Jesse Fowler, Assistant Town Manager
Candace Poolton, Town Clerk
Martha Bradley, Town Attorney
Ian Barrett, Finance Director
Olga Grooman, Assistant Development Services Director

Members of the Media:

Paul Nielsen, The Mountaineer

2. Consider adopting a resolution authorizing the submission of a bridge loan from the Department of Environmental Quality.

- Town Manager Rob Hites

Town Manager Rob Hites reported that he and the Finance Director attended a training program on Tuesday for the bridge loan application. He reminded Council that they've already applied for two other bridge loans through the State Treasurer's office in the amount of \$835,000, and the loan they are going to apply for is through the DEQ for \$5 million. If approved, Mr. Hites said the town would get 50 bonus points towards other DEQ grant applications. Mr. Hites said at the training, they stated they set aside the loan program because the General Assembly reduced the budget amount, and they ran out of money for that loan program. Mr. Hites recommended that Council approve the resolution anyway and bank it in case they decide to accept the application after all. He added that the Bridge Loan program is on hold, but the town's application has been retained in case the General Assembly adds more money to the program. He mentioned that regardless, he is asking that they honor awarding the town the 50 bonus points to be used towards the other DEQ grants.

A motion was made by Councilmember Dickson, seconded by Councilmember Sutton, to adopt the Resolution R-20-25 authorizing submission of the bridge loan from the DEQ. The motion passed unanimously.

3. Consider rejecting an \$8.5 million dollar State Revolving Loan in order to apply for a \$5 million dollar DEQ grant.

- Town Manager Rob Hites

Town Manager Rob Hites reported that at the training class in April for the loan that the town applied for previously, staff were told that the State Revolving Loan offers 0% interest and distressed communities would get 100% principal forgiveness, which means the town would not have to pay it back. He said that staff were notified last week that they were offered a loan for \$8.7 million at 0% interest for 20 years, but were not granted principal forgiveness because the town's "water and sewer rates are too low". He stated that when McGill staff worked on \$5 million grant, they were told they wouldn't accept the grant application if they were offered any funding through DEQ. Mr. Hites said in order to be eligible for the \$5 million grant, they have to reject the \$8.7 million loan offer. He reminded Council that these funds are for the Little Champion junction box/pump station. The options Mr. Hites outlined were: Council could accept the \$8.7 million dollar loan, with an annual payment of \$435,000 and it would result in a rate increase for sewer customers, or, they could turn down the loan for the time being, apply for the \$5 million dollar DEQ grant and then only borrow \$3 million at 4% interest over 20 years to cover the cost, which would be roughly a \$200,000 payment a year. Mr. Hites said if Council were to turn down the loan, they could apply for it again in the winter cycle. Councilmember Dickson asked Mr. Hites what he recommends. Mr. Hites suggested turning down the loan in order to apply for the grant. He emphasized there are no guarantees they will get the grant, but they have a strong application.

A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, reject the \$8.5 million loan in order to apply for the \$5 million DEQ grant. The motion passed unanimously.

Mayor Caldwell reported that the Walmart manager has placed trash cans near the cart returns and Councilmember Feichter said the amount of trash in the parking lot has already noticeably decreased.

4. Consider Discussion of Appointments to Boards and Commissions

- Town Manager Rob Hites

Councilmember Sutton said there are two new applicants for the ZBA and requested the clerk schedule interviews. Councilmembers Sutton and Feichter offered to interview the applicants.

A motion was made by Councilmember Freeman, seconded by Councilmember Dickson, to adjourn at 10:24am. The motion passed unanimously.

ATTEST:

Gary Caldwell, Mayor

Robert W. Hites, Jr. Town Manager

Candace Poolton, Town Clerk

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: August 12th, 2025**

SUBJECT: Appointment of Mitchell Bearden to the Waynesville Recreation Advisory Commission

AGENDA INFORMATION

Agenda Location: Consent Agenda
Item Number:
Department: Administration
Contact: Luke Kinsland, Parks and Recreation Director
Presenter: Jesse Fowler, Assistant Town Manager

BRIEF SUMMARY

The Waynesville Recreation Advisory Commission has one vacancy. If appointed, Mr. Bearden's term would end June 30th, 2027.

MOTIONS FOR CONSIDERATION

Motion to appoint Mitchell Bearden to the Waynesville Recreation Advisory Commission.

ATTACHMENTS:

MANAGER'S COMMENTS AND RECOMMENDATIONS

**TOWN OF WAYNESVILLE COUNCIL MEETING
REQUEST FOR BOARD ACTION
Meeting Date: 08.12.2025**

SUBJECT: Budget Amendment for the Parks and Recreation Department

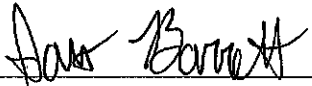
AGENDA INFORMATION:

Agenda Location: Consent Agenda
Item Number:
Department: Parks and Recreation Department
Contact: Luke Kinsland
Presenter: Luke Kinsland

BRIEF SUMMARY: The Parks and Recreation Department was awarded a \$1,000 grant through NCRPA for professional development, enabling Wesley Woodbury to attend the National Parks and Recreation Conference.

MOTION FOR CONSIDERATION:

FUNDING SOURCE/IMPACT: Grant Funds

	08.05.25
Ian Barrett, Finance Director	Date

ATTACHMENTS:

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Ordinance No. O-17-25

Amendment No. 2 to the 2025-2026 Budget Ordinance

WHEREAS, the Town Council of the Town of Waynesville wishes to amend the 2025-2026 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville that the 2025-2026 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Miscellaneous Income	\$1,000
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Increase the following appropriations:

Parks and Recreation Department	\$1,000
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Adopted this 12th day of August 2025.

Town of Waynesville

Gary Caldwell
Mayor

Attest:

Candace Poolton
Town Clerk

Approved As To Form:

Martha Sharpe Bradley
Town Attorney

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: 8/12/25**

SUBJECT Rescind the appointments of Henry Kidder and Josh Morgan to the Board of Adjustment

AGENDA INFORMATION:

Agenda Location: Consent
Item Number:
Department: Administration
Contact: Rob Hites
Presenter: Rob Hites

BRIEF SUMMARY Henry Kidder and Josh Morgan were appointed to a fourth term on the Zoning Board of Adjustment in error. The Town Council's "Board and Commission Manual" states that members shall be appointed to three consecutive terms. Mr. Kidder and Morgan had served three terms and were not eligible for reappointment. Due to a clerical error, their names were placed on the agenda for reappointment. In order to remain consistent with the Council's policy, their appointments should be rescinded and new candidates appointed.

MOTION FOR CONSIDERATION: Rescind the appointments of Henry Kidder and Josh Morgan to the Zoning Board of Adjustment.

FUNDING SOURCE/IMPACT None

ATTACHMENTS: None

MANAGER'S COMMENTS: See Above

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: 8/12/2025**

SUBJECT Appointment of Mary Ford and Jessi Stone to the Zoning Board of adjustment

AGENDA INFORMATION:

Agenda Location: Consent

Item Number:

Department: Development Services

Contact: Rob Hites

Presenter: Rob Hites

BRIEF SUMMARY The Zoning Board of Adjustment has two vacancies. Mary Ford and Jessie Stone were interviewed by Councilmembers John Feichter and Anthony Sutton. They recommend these candidates to fill the vacancies.

MOTION FOR CONSIDERATION: Appoint Mary Ford and Jessi Stone to the Zoning Board of adjustment .

FUNDING SOURCE/IMPACT: None

ATTACHMENTS: None:

MANAGER'S COMMENTS: None

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: August 12, 2025**

SUBJECT: Fourth of July Parade Presentation

AGENDA INFORMATION:

Agenda Location: Presentations
Item Number:
Department: Admin
Contact: Eva Hansen, Kiwanis Club
Presenter: Eva Hansen, Kiwanis Club

BRIEF SUMMARY:

Eva Hansen, in her capacity as a representative of the Kiwanis Club, has requested permission to appear before the Town Council to present a slide show of the 4th of July Kids Parade.

MOTION FOR CONSIDERATION: N/A

FUNDING SOURCE/IMPACT:

ATTACHMENTS:

MANAGER'S COMMENTS AND RECOMMENDATIONS:

TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: August 12, 2025

SUBJECT: Presentation of FY24 audit.

AGENDA INFORMATION

Agenda Location: New Business
Department: Finance
Contact: Ian Barrett, Finance Director
Presenter: Jonas Watts

BRIEF SUMMARY

The FY24 audit has been completed and submitted to the LGC for approval. Our auditor, Martin Starnes, has sent one of the members of our audit team, Jonas Watts, to present the results of the audit before council

MOTIONS FOR CONSIDERATION

Accept the presentation for information and approve the FY24 audit.

ATTACHMENTS:

MANAGER'S COMMENTS AND RECCOMENDATIONS

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: 8/12/2025**

SUBJECT

Budget Amendment Request – \$15,000 Match for Dog Park Grant Application

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Parks and Recreation
Contact: Luke Kinsland
Presenter: Luke Kinsland

BRIEF SUMMARY

Background:

Town Council previously authorized staff to apply for the dog park grant, with the potential to use other grant funds as the local match. Initially, staff planned to apply without amending the budget, since \$15,000 in storm recovery funds had already been identified internally for this purpose. However, the TDA has indicated that these funds must be formally dedicated in the Town budget to satisfy the match requirement. This amendment will not affect the overall budget but will reallocate already earmarked recovery funds to officially serve as the grant match.

Town staff is requesting a budget amendment to designate \$15,000 as a 1:1 match for a dog park grant application. The Tourism Development Authority (TDA), which is administering the grant, has clarified that matching funds must be specifically earmarked in the Town budget to be eligible. Staff will re-apply for the grant by August 20th.

MOTION FOR CONSIDERATION:

Motion to approve a budget amendment in the amount of \$15,000 to serve as the required 1:1 match for the Town's dog park grant application, with funds to be reallocated from previously earmarked storm recovery expenses.

FUNDING SOURCE/IMPACT: Storm recovery



Finance Director Approval

ATTACHMENTS: none

MANAGER'S COMMENTS: See Above

Ordinance No. O-16-25

Amendment No. 3 to the 2025-2026 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2025-2026 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Waynesville that the 2025-2026 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Dog park project	\$15,000
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Increase the following appropriations:

Parks and Recreation	\$15,000
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Adopted this 12th day of August 2025.

Town of Waynesville

Gary Caldwell
Mayor

Attest:

Candace Poolton
Town Clerk

Approved As To Form:

Martha Sharpe Bradley
Town Attorney

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION**

**Meeting Date:
8/12/2025**

SUBJECT

Amendment to Town Ordinance to Permit Alcohol in Recreation Areas for Special Events

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Parks and Recreation
Contact: Luke Kinsland
Presenter: Luke Kinsland

BRIEF SUMMARY

The Recreation Advisory Committee is requesting an amendment to the current ordinance prohibiting alcohol in public parks and recreation areas. This change is necessary to allow the sale and consumption of alcohol during special events, such as the upcoming 25th anniversary celebration of the Recreation Center, which plans to include a beer garden. The proposed amendment would allow alcohol sale and consumption in areas managed by the Recreation Department **only** when a **Town Council-approved special event permit** has been granted. This change also aligns the ordinance with current practice, as special events have been permitted to include alcohol with Council approval, despite existing ordinance language requiring a separate resolution. All events would still be required to obtain proper ABC permits from the State.

MOTION FOR CONSIDERATION:

Motion to approve the proposed amendment to the Town ordinance to allow the sale and consumption of alcohol in areas managed by the Recreation Department, including parks, the Armory, and the Recreation Center, contingent upon the issuance of a special event permit approved by Town Council.

FUNDING SOURCE/IMPACT: none

ATTACHMENTS: none

MANAGER'S COMMENTS: See Above

ORDINANCE #O-18-25

AN ORDINANCE AMENDING CHAPTER 42 SECTION 3 (a) and 4 € OF THE TOWN OF WAYNESVILLE CODE OF ORDINANCES.

WHEREAS, the Council of the Town of Waynesville adopted Chapter 42 pursuant to Chapter 18B-101 of the North Carolina General Statutes; and

WHEREAS, the Council has received requests to hold special events on premises of the Recreation Department and its streets and sidewalks, where the controlled consumption of fortified and unfortified wine, malt beverages, or spiritous liquors may be consumed, and.

Whereas, the Town Council must adopt an ordinance to permit such events, and.

Whereas the Council wishes to provide a mechanism for safely permitting the consumption of alcoholic beverages on its streets, sidewalks, and property managed by the Recreation Department,

NOW, THEREFORE,

BE IT ORDAINED BY THE WAYNESVILLE TOWN COUNCIL THAT THE CHAPTER 42 SECTION 3(a) and 4 € BE AMENDED AS FOLLOWS:

Sec. 42-3 (a,b) Consuming alcohol or possessing open containers of alcohol while on town recreational facilities.

(a) It shall be unlawful for a person while on the property of the Town at any of the Town's recreation facilities or parks to possess fortified or unfortified wine, spiritous liquor, or any malt beverage in other than the manufacture's unopened original container except through the granting of a special use permit and appropriate State ABC Permits.

(b) It shall be unlawful for a person while on the property of Town recreation facilities and parks to consume fortified or unfortified wine, spiritous liquors, or malt beverages except through the granting of a special event permit.

Sec. 42-4 € Consumption or possession of alcohol on the public streets and sidewalks of the Town.

The Town Council may approve a special event permit outlining the times, dates, and geographical boundaries of areas where the possession and consumption of malt beverages, unfortified wines, and spiritous liquors may be sold and consumed. Adopt a resolution making other provisions for the possession and consumption of malt beverages, unfortified wine, or spiritous liquors at special events of the Town or special community festivals. Any resolutions that may be adopted shall provide for the specific times, dates, and geographical limitations of the special event or festival.

Adopted this 12th day of August 2025.

**Town of
Waynesville**

Mayor Gary Caldwell

ATTEST:

Candace Poolton, Town Clerk



Waynesville Town Council
Request For Council Action
Meeting Date: August 12, 2025

SUBJECT:

1. Public Works Department Reorganization
2. Job Descriptions (New/Updated)
3. Cost Impacts

AGENDA INFORMATION:

Agenda Location: New Business

Item Number:

Department: Public Works

Presenter: Ricky Bourne

BRIEF SUMMARY:

I have completed the 90-day assessment, developed an action plan and now I am proposing a comprehensive reorganization to enhance operational efficiency, strengthen field supervision, comply with increasing regulatory demands, and align staff duties with the department's needs.

This reorganization includes the following components:

- A revised organizational structure with updated flow charts.
- Creation and reclassification of key supervisory positions to clarify reporting lines and enhance service delivery.
- Updated job descriptions to reflect responsibilities and grade assignment.
- A cost analysis to demonstrate a total department-wide increase of approximately \$12,000, which can be absorbed within the current fiscal budget due to retirement, overtime and vacancy savings.

This plan has been developed based on objective operational analysis and aligns with best practices in public works management, regulatory compliance, and workforce development.

MOTIONS FOR CONSIDERATION:

1. Approve proposed Public Works Department reorganization and adopt the updated organizational chart.
2. Approve the associated reclassifications and job description updates as outlined in the attached proposal.
3. Acknowledge the budgetary impact and authorize implementation within the current fiscal year.

FUNDING SOURCE/IMPACT:

The estimated total impact of the reorganization is approximately \$12,000. Sufficient funding exists in the current Public Works operating budget due to recent position vacancies and personnel adjustments.

Ian Barrett, Finance Director  Date 8/6/2025

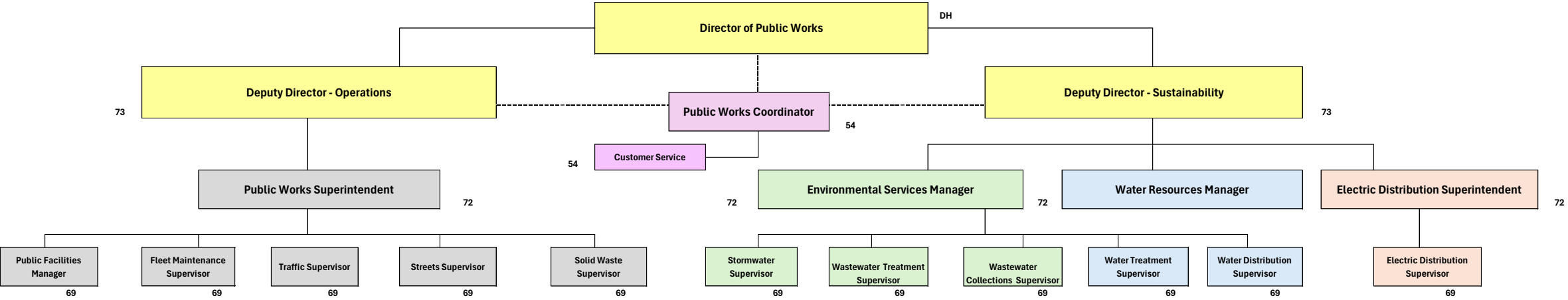
Ricky Bourne

Director of Public Works

Date: August 4, 2025

ATTACHMENTS:

1. Reorganization Flow Charts
2. Updated Job Descriptions and Salary Grades
3. Reclassification Cost Analysis
4. Justification for consolidating Water Treatment/Distribution
5. Justification for consolidating Wastewater Treatment/Collections & Stormwater





The Town of Waynesville, NC

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Electric Distribution Supervisor

Department: Public Works – Electric Division

Reports To: Electric Distribution Superintendent

Pay Grade: 67: \$51,504.92 – 82,407.88

FLSA Status: Non-Exempt

The Town of Waynesville is seeking an experienced, safety-conscious, and technically skilled individual to serve as Electric Distribution Supervisor. This leadership role oversees the daily operations of the Electric Division, supervises line crews, and ensures the safe, reliable, and compliant delivery of electrical services to Town customers.

This position is responsible for coordinating maintenance, construction, and emergency response efforts; managing system infrastructure; ensuring regulatory compliance; and supporting a culture of operational excellence, safety, and customer service.

KEY RESPONSIBILITIES:

Electric Distribution System Oversight

- Supervise daily operations of the electric distribution system, including maintenance, new service installation, infrastructure upgrades, and emergency response.
- Schedule and assign work orders; monitor progress, safety, and compliance with local, state, and federal electrical codes and standards.
- Coordinate underground and overhead utility work, pole inspections, switching operations, and service restorations.

- Collaborate with engineering staff on planning, load analysis, system mapping, and capital improvement projects.
- Maintain records related to outages, inspections, repairs, and construction.

Leadership and Personnel Management

- Supervise and evaluate electric line workers and maintenance staff, including performance appraisals, training, and adherence to safety protocols.
- Lead safety briefings and ensure adherence to OSHA and NESC safety regulations and Town policies.
- Provide mentoring, skills development, and professional growth opportunities to crew members.
- Ensure after-hours and on-call rotations are properly staffed and that response protocols are followed.

Equipment, Materials, and Compliance

- Monitor use and condition of tools, vehicles, safety equipment, and personal protective gear.
- Coordinate equipment testing, inventory management, and material ordering for electric operations.
- Ensure compliance with environmental, safety, and electrical utility standards through inspections and documentation.
- Serve as point of contact for contractors, utility locates, and project coordination with other divisions.

Customer Service and Communication

- Respond to customer inquiries and concerns related to electrical service, power outages, or work sites.
- Liaison with Town officials, citizens, and developers on electric-related matters including metering, service upgrades, and planning support.
- Prepare service reports, outage logs, and progress summaries for internal and regulatory use.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED required; technical training or certification in electric utility operations preferred.
- Minimum of five (5) years of progressively responsible experience in electric distribution, including line work.
- Minimum of two (2) years in a supervisory or crew leadership role.

- Experience with municipal electric utilities strongly preferred.

Certification Requirements:

- Possession of a valid North Carolina Class B CDL (or ability to obtain within 6 months).
- Completion of Electric Line Technician Certification Program or equivalent.
- Graduation from the ElectriCities Overhead Line Technician Career Development Program – Level IV (Journeyman Lineman) is required.
- Must have the ability to obtain all four levels of the ElectriCities Substation Apprenticeship Program within a designated timeframe as set by the Town.
- These structured programs are designed to enhance technical knowledge and develop leadership in electric utility operations through a combination of on-the-job training and classroom instruction.
- The Overhead Line Technician Career Development Program begins at Level I and progresses through Level IV, covering the installation, repair, and maintenance of electric systems and culminating in journeyman-level competency and supervisory readiness.
- The ElectriCities Substation Apprenticeship Program mirrors this structure, focusing on the installation, maintenance, and operation of substations while preparing technicians for advanced system responsibilities and emergency response capabilities.
- Must maintain CPR, First Aid, and Pole-Top Rescue certifications.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Comprehensive knowledge of electric utility systems, maintenance practices, and safety standards.
- Skilled in interpreting electrical schematics, system maps, blueprints, and one-line diagrams.
- Proficiency with outage management systems (OMS), SCADA, GIS, and work order software.
- Strong leadership, communication, and personnel management skills.
- Ability to work under pressure and manage emergency situations effectively.

WORK ENVIRONMENT:

- Work is performed in both field and office environments, with frequent exposure to outdoor weather conditions, energized equipment, and construction sites.
- Required to work during storms, emergencies, and after-hours events as needed.

SPECIAL REQUIREMENTS:

- Valid North Carolina CDL or ability to obtain.
- Must respond to emergency call-outs and after-hours service needs.
- Subject to random drug and alcohol testing as per DOT regulations.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires planning or directing others in the sequence of major activities and reporting on operations and activities which are very broad in scope. Must be able to function with a variety of computer skills to include Munis, Word, Excel, PowerPoint and any other applications that may be required for the position.

PEOPLE INVOLVEMENT:

Requires supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations and promoting efficiency.

INVOLVEMENT WITH THINGS:

Requires supervising the activities of those operating or repairing complex machinery or equipment that requires extended training and experience, such as utility plant equipment, heavy equipment, or the application of complex software or systems; may involve installation and testing.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing supervisory work involving policy and guidelines, solving both people- and work-related problems.

MATHEMATICAL REQUIREMENTS:

Requires using mathematics involving the practical application of fractions, percentages, ratios and proportions, or measurements, logarithmic or geometric construction. May use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires doing professional-level work requiring the application of principles and practices in a wide range of administrative, technical or managerial methods in the solution of administrative or technical problems; or the coordination of entry-level managerial work; requires general understanding of operating policies and procedures and the ability to apply these to complex

administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires heavy work that involves exerting between 35 to 50 pounds of force on a recurring basis and 100 pounds of force on a frequent basis. Must be able to perform basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping and repetitive motion.

ENVIRONMENTAL HAZARDS:

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

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception and field of vision, hearing and speaking abilities, color perception, odor perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Decision-making is a significant part of the job, affecting a large segment of the organization and the public; works in a dynamic environment; responsible to assist in developing policy and practices.

ADA COMPLIANCE

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

The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.



The Town of Waynesville, NC

JOB DESCRIPTION

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Environmental Services Manager

Department: Public Services – Environmental Services Division

Reports To: Deputy Director of Public Works – Administration

Pay Grade 72: \$61,171.68 - \$97,874.69

FLSA Status: Exempt

The Town of Waynesville is seeking a highly skilled, proactive, and regulatory-minded professional to serve as Environmental Services Manager. This executive-level position is responsible for overseeing the Town's Wastewater Treatment, Wastewater Collection, and Stormwater Management operations, and for ensuring full compliance with local, state, and federal regulations.

The Environmental Services Manager supervises division supervisors, directs financial, asset, and personnel planning, and coordinates strategic operations and capital improvement initiatives to ensure environmentally sound and efficient service delivery.

KEY RESPONSIBILITIES:

Leadership and Departmental Oversight

- Directly supervise the Wastewater Treatment Supervisor, Wastewater Collection Supervisor, and Stormwater Supervisor.
- Provide strategic guidance and support to division leaders in operational planning, staff development, compliance, and emergency response.

- Lead department initiatives to improve performance, regulatory standing, and asset reliability across all environmental programs.
- Coordinate with Public Works Director, consultants, and regulatory agencies on long-range planning and capital improvement efforts.

Regulatory Compliance and Environmental Stewardship

- Ensure full compliance with NPDES, EPA, NCDEQ, and local environmental regulations governing wastewater and stormwater systems.
- Serve as Operator in Responsible Charge (ORC) for the Town's wastewater treatment and collection systems.
- Monitor and enforce best practices for discharge, pretreatment, stormwater BMPs, erosion control, and environmental reporting.
- Respond to and resolve environmental incidents or Notice of Violations (NOVs) in collaboration with appropriate agencies.

Asset, Financial, and Program Management

- Manage operational budgets, monitor expenditures, and assist with grant and funding applications for environmental infrastructure.
- Maintain and optimize asset inventories, CMMS records, and GIS-based utility mapping.
- Oversee capital project planning, cost estimating, contractor oversight, and project delivery for infrastructure upgrades.
- Review and approve SOPs, preventive maintenance schedules, and performance benchmarks.

Interdepartmental Coordination and Public Engagement

- Support public education initiatives, environmental outreach, and stormwater education programming.
- Coordinate with engineering, planning, and streets divisions for permitting, drainage, inspections, and utility coordination.
- Present updates to Town leadership, regulatory bodies, and the public on environmental services operations and projects.
- Respond to citizen concerns, inquiries, and service complaints with professional and timely communication.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Associate degree required; Bachelor's degree in Environmental Science, Engineering, Public Administration, or related field preferred.

- Minimum of seven (7) years of progressively responsible experience in wastewater treatment, collections, and/or stormwater programs.
- Minimum of five (5) years of supervisory or managerial experience in municipal utility systems.
- Experience in regulatory compliance, capital projects, and asset management required.

Certification Requirements:

- North Carolina Class IV Wastewater Treatment Plant Operator certification required.
- North Carolina Class IV Wastewater Collection System Operator certification required.
- Must be designated or eligible to serve as Operator in Responsible Charge (ORC) for both treatment and collection.
- Stormwater certifications such as NPDES Phase II, BMP Inspection, or Erosion Control Inspector preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of wastewater treatment processes, collection systems, and stormwater infrastructure.
- Strong understanding of environmental regulations including NPDES, Clean Water Act, and state-level permitting.
- Skilled in interpreting engineering plans, lab reports, and regulatory standards.
- Experience with GIS, CMMS, SCADA, and utility asset management systems.
- Strong leadership, team development, budget, and organizational skills.
- Excellent written and oral communication abilities; capable of presenting technical data to diverse audiences.

WORK ENVIRONMENT:

- Work is performed in both office and field settings with exposure to wastewater treatment facilities, construction zones, and weather conditions.
- Requires availability for emergency situations, after-hours calls, and on-site decision-making.

SPECIAL REQUIREMENTS:

- Valid North Carolina Driver's License.
- Must maintain required licensures and certifications.
- Subject to random drug and alcohol testing under applicable laws and policies.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires planning or directing others in the sequence of major activities and reporting on operations and activities which are very broad in scope. Must be able to function with a variety of computer skills to include Munis, Word, Excel, PowerPoint and any other applications that may be required for the position.

PEOPLE INVOLVEMENT:

Requires supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations and promoting efficiency.

INVOLVEMENT WITH THINGS:

Requires supervising the activities of those operating or repairing complex machinery or equipment that requires extended training and experience, such as utility plant equipment, heavy equipment, or the application of complex software or systems; may involve installation and testing.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing supervisory work involving policy and guidelines, solving both people- and work-related problems.

MATHEMATICAL REQUIREMENTS:

Requires using mathematics involving the practical application of fractions, percentages, ratios and proportions, or measurements, logarithmic or geometric construction. May use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.

LANGUAGE REQUIREMENTS:

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AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires heavy work that involves exerting between 35 to 50 pounds of force on a recurring basis and 100 pounds of force on a frequent basis. Must be able to perform basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping and repetitive motion.

ENVIRONMENTAL HAZARDS:

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

SENSORY REQUIREMENTS:

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JUDGMENTS AND DECISIONS

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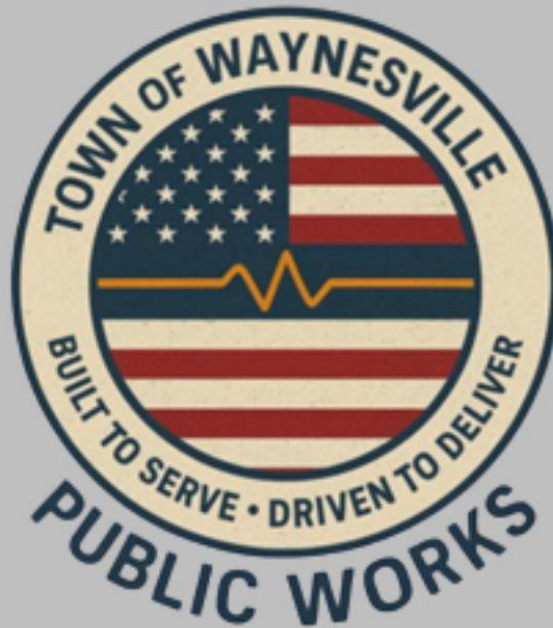
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July 2025



Fleet Supervisor
\$55,173.36 - \$88,277.38 DOE



The Town of Waynesville, NC

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Fleet Supervisor

Department: Public Works

Reports To: Deputy Director of Public Works - Operations

Pay Grade: Pay Grade: 69: \$55,173.36 - \$88,277.38

FLSA Status: Non-Exempt

The Town of Waynesville is seeking a skilled, motivated, and organized professional to serve as Fleet Maintenance Supervisor. This position leads all daily operations of the fleet maintenance division, including staff supervision, diagnostics, repairs, procurement, recordkeeping, and preventive maintenance programs for a diverse inventory of municipal vehicles and equipment.

This role ensures the safe, compliant, and cost-effective operation of essential and emergency services equipment across the Town's departments.

KEY RESPONSIBILITIES:

Fleet Operations Management

Plan, coordinate, and oversee day-to-day operations for the maintenance, repair, and inspection of Town-owned fleet assets.

Maintain a service schedule and assign maintenance activities using fleet management software such as Fleetio or equivalent.

Oversee diagnostics and troubleshooting using specialized equipment and software (e.g., Cummins Insite, Ford IDS, GM Tech2, and others).

Monitor work quality, ensure repair accuracy, and enforce standards for preventive and corrective maintenance.

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Manage parts inventory, tool calibration, equipment procurement, and vendor relationships.

Team Leadership and Development

Supervise up to five staff members including mechanics and maintenance personnel.
Conduct performance evaluations, set expectations, and provide coaching and mentoring.
Promote a culture of safety, teamwork, accountability, and continuous learning.
Schedule staff coverage, coordinate training, and maintain compliance with industry best practices and OSHA standards.

Compliance and Documentation

Maintain detailed service records, work orders, parts tracking, and regulatory inspections.
Ensure compliance with all North Carolina state inspection requirements, emissions testing, and DOT regulations.
Oversee and enforce safe work practices and environmental protections in accordance with local, state, and federal guidelines.

Customer Service and Interdepartmental Collaboration

Communicate with department leaders to prioritize vehicle service needs and minimize downtime.
Assist with technical specifications for new vehicle acquisitions and provide recommendations based on operational requirements.
Respond to emergency repairs and service calls, including after-hours and inclement weather situations.
Collaborate with the purchasing department for inventory and auditing purposes.
Collaborate with Town administration for property and liability purposes.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or GED required.
Technical training in automotive or diesel mechanics preferred.
Minimum of five (5) years of hands-on experience in fleet maintenance including work with gasoline, diesel, and electric vehicles.
Experience must include maintenance of heavy equipment, dump trucks, garbage trucks, fire trucks, police vehicles, and small engines.
Minimum of two (2) years of supervisory or lead technician experience.
Equivalent combinations of education, experience, and certifications will be considered.

Certification Requirements:

Possession of a valid North Carolina driver's license.
North Carolina State Vehicle Inspection Certification or ability to obtain within six (6) months of hire.
Commercial Driver's License (CDL) preferred or ability to obtain within one (1) year.

KNOWLEDGE, SKILLS, AND ABILITIES:

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Advanced knowledge of automotive, diesel, and electric vehicle repair, including diagnostic tools and OEM platforms.

Familiarity with fleet software systems, scheduling tools, and electronic maintenance tracking systems.

Understanding of OSHA, EPA, and DOT safety compliance standards.

Ability to read technical manuals, service bulletins, schematics, and manufacturer specifications.

Strong organizational, time management, and documentation skills.

Excellent communication and leadership abilities.

Proficient in Microsoft Office Suite (Excel, Word, Outlook) and cloud-based maintenance platforms.

WORK ENVIRONMENT:

Split between shop and field settings, with regular exposure to indoor/outdoor conditions, loud noise, heavy equipment, hazardous materials, and vehicle traffic.

Availability required for emergency response, weather events, and after-hours support.

SPECIAL REQUIREMENTS:

Valid North Carolina Driver's License.

Ability to obtain NC State Inspection Certification within six (6) months.

Must respond to emergency service calls as needed.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires planning or directing others in the sequence of major activities and reporting on operations and activities which are very broad in scope. Must be able to function with a variety of computer skills to include Munis, Word, Excel, PowerPoint and any other applications that may be required for the position.

PEOPLE INVOLVEMENT:

Requires supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations and promoting efficiency.

INVOLVEMENT WITH THINGS:

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COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

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MATHEMATICAL REQUIREMENTS:

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LANGUAGE REQUIREMENTS:

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PHYSICAL AND DEXTERITY REQUIREMENTS:

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SENSORY REQUIREMENTS:

July 2025

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JUDGMENTS AND DECISIONS

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ADA COMPLIANCE

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Interested applicants may submit an application to:

Town of Waynesville

Attn: Human Resources Department

16 S. Main Street

Waynesville, NC 28786

bangel@waynesvillenc.gov



The Town of Waynesville, NC

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Public Facility Manager

Department: Public Works – Facility Maintenance Division

Reports To: Deputy Director of Operations

Pay Grade 66: \$49,270.50 - \$78,832.81

FLSA Status: Non-Exempt

Position Summary

The Public Facilities Manager is responsible for directing, planning, supervision, and leadership in the execution of maintenance, repair, and operational services for all municipal buildings, grounds, and facility systems. This position ensures that all public buildings are sustainable, safe, functional, and well-maintained while managing a team of skilled trade workers and coordinating with contractors and vendors.

Plan, prioritize, and supervise daily operations and preventative maintenance across all assigned public facilities and properties, including but not limited to: **Public Works Complex, Town Hall, Municipal Building, Finance/Fire Station-II, Fire Station-I, Water Treatment Plant, Wastewater Treatment Plant, Green Hill & Dix Hill Cemeteries, Town Landfill** and other facilities as needed.

This division encompasses:

1. **Town Facilities**
2. **Cemeteries**
3. **Right-of-Ways & Landscaping**

4. Special Events

Primary Responsibilities:

- Oversee the maintenance and care of Town facilities, public cemeteries, landscaping, and right-of-way areas.
- Plan, coordinate, and support special events, including scheduling, traffic and safety management, logistics, setup, and resource allocation.
- Lead, supervise, and evaluate maintenance and custodial staff; assign work orders, monitor progress, and support employee development and performance evaluations.
- Utilize work order, asset management, GIS, and cemetery management software to schedule tasks, track assets and inventory, and coordinate maintenance operations.
- Provide technical expertise and in-house services in HVAC, electrical, plumbing, carpentry, and general building upkeep to reduce dependency on contractors.
- Develop and implement preventative maintenance programs for facility systems, including HVAC, plumbing, electrical, fire suppression, roofing, and security systems.
- Ensure compliance with OSHA, ADA, building codes, and safety regulations; conduct regular safety meetings and maintain accurate records of inspections and system testing.
- Coordinate work orders, emergency repairs, capital projects, and renovations while ensuring timely service delivery and cost-effective outcomes.
- Collaborate with department leadership and heads to develop budgets, capital improvement plans, and align facility operations with service expectations.
- Manage vendor contracts, RFPs, and service agreements for specialized or outsourced facility services.
- Promote environmental sustainability through energy efficiency, water conservation, and green facility initiatives.
- Respond to after-hours emergencies and weather-related events impacting Town facilities.
- Respond to after-hours emergencies as required.

Education and Experience:

- High school diploma or GED required.
- Experience in building maintenance or skilled trades.
- College coursework or vocational training in HVAC, electrical, plumbing, facilities maintenance, or related technical field strongly preferred.
- Equivalent combination of education or division experience may be considered.

Licenses and Certifications:

- Valid North Carolina Driver's License required.
- [Facility Engineering Management Diploma](#) begin within one year of employment.
- Certifications in HVAC, electrical, plumbing, or general contracting are highly desirable.
- Cemeterial certifications or other division specific requirements as needed.

Knowledge, Skills, and Abilities:

- Ability to manage multiple projects and respond quickly to changing priorities.
- Demonstrated leadership and organizational skills in managing teams and workloads effectively.
- A results-driven professional with proven leadership capabilities, a strong work ethic, and a commitment to excellence in their role.
- Proficiency with maintenance software systems, Microsoft Office, GIS, and asset/workflow tracking systems.
- Strong communication and interpersonal skills to interact with staff, contractors, and the public.
- Strong knowledge of facility systems including mechanical, electrical, HVAC, and structural components.
- Ability to read and interpret blueprints, technical manuals, and construction documents.
- Ability to work outdoors and in all weather conditions and to perform manual labor.

Work Environment and Physical Requirements:

- Frequent exposure to moving mechanical parts, heights, outdoor elements, and potential hazards associated with maintenance work.
- Must be able to lift up to 75 lbs., bend, stoop, crawl, and work from ladders or elevated platforms.
- Use of personal protective equipment (PPE) required as needed.
- May be required to respond to emergency situations during non-standard hours.

SPECIAL REQUIREMENTS:

- Must maintain required licensures and certifications.
- Must meet all physical, sensory, and environmental standards associated with facilities management.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Management software utilization, preventative maintenance programs, budgeting and reporting.

PEOPLE INVOLVEMENT:

Collaboration and communication with department heads and external contractors.

INVOLVEMENT WITH THINGS:

Responsible for facility maintenance and operations, coordination of resources, and the proper use and maintenance of tools and equipment.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Uses analytical and critical thinking skills; addresses unforeseen challenges using problem-solving skills.

MATHEMATICAL REQUIREMENTS:

Uses budget management to calculate costs for maintenance and capital improvement; uses measurement and estimation skills for landscaping, estimating quantities of materials and assessing labor requirements. Interprets data with statistical analysis to track performance trends and asset conditions.

LANGUAGE REQUIREMENTS:

The ability to communicate clearly and effectively in both written and verbal forms. Writing reports, creating maintenance schedules, and responding to inquiries. Reading and interpreting technical manuals, construction documents, and blueprints.

MENTAL REQUIREMENTS:

Detail oriented to ensure compliance with safety regulations, building codes, and maintenance schedules. Time management skills are required to balance multiples projects, tasks, and responsibilities, focusing on priorities and deadlines to ensure smooth operations.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Must lift and carry up to 75 lbs., climb stairs, manual labor including bending, stooping, crawling, and working from ladders or elevated platforms, which requires physical strength and coordination. Hand-eye coordination to operate tools and equipment effectively and perform tasks that require precision. Fine motor skills for tasks such as handling small tools, performing detailed maintenance work, and managing equipment that requires careful manipulation. The ability to coordinate movements when performing maintenance tasks, especially when working at heights or in confined spaces.

ENVIRONMENTAL HAZARDS:

Exposure to chemical hazards, confined spaces, weather conditions, and treatment environments.

SENSORY REQUIREMENTS:

Requires strong vision, hearing, and smell for diagnostics and safety monitoring.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Requires the ability to think critically, make informed and timely decisions, and navigate complex situations using sound judgment. Balancing operational needs with strategic priorities is essential for the effective management of public facilities.

ADA COMPLIANCE

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The Town of Waynesville, NC

JOB DESCRIPTION

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Solid Waste Supervisor

Department: Public Works – Streets & Sanitation Division

Reports To: Deputy Director of Public Works - Operations

Pay Grade 69: \$55,173.36 - \$88,277.38

FLSA Status: Non-Exempt

Position Summary

The Town of Waynesville is seeking a results-driven, safety-conscious, and organized professional to serve as Solid Waste Supervisor. This position oversees the daily operations of the solid waste collection division, including household garbage, recycling, and bulk waste removal. The position is responsible for compliance with state and federal regulations, route optimization, and supervision of collection personnel.

KEY RESPONSIBILITIES:

Division Operations & Compliance

- Direct and schedule all residential and commercial solid waste and recycling collection services.

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- Monitor routing systems, vehicle GPS, and performance metrics to improve efficiency.
- Ensure all staff comply with state solid waste disposal regulations and Town ordinances.
- Respond to citizen complaints, special pickups, and seasonal collection needs.

Supervision and Workforce Development

- Supervise drivers and collection staff, monitor attendance, and conduct performance evaluations.
- Lead daily safety briefings and provide on-the-job training.
- Promote accountability, team building, and continuous improvement.

Fleet Oversight and Maintenance

- Coordinate with Fleet Maintenance for inspections, servicing, and repairs of collection vehicles.
- Maintain daily logs, route changes, and vehicle condition reports.
- Ensure pre- and post-trip inspections are completed properly.

Customer Service and Communication

- Communicate with residents, business owners, and Town staff regarding services, delays, and program information.
- Represent the division at internal meetings and coordinate with other departments on clean-up events and public works efforts.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED required.
- Five (5) years of solid waste or related municipal services experience.
- Two (2) years of supervisory or crew lead experience preferred.

Certification Requirements:

- Possession of a valid North Carolina Commercial Driver's License (CDL) or ability to obtain within 6 months of hire.
- Solid Waste Association of North America (SWANA) certification preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of solid waste collection procedures, landfill regulations, and recycling operations.
- Ability to lead a field crew, evaluate performance, and train new employees.

- Skilled in route planning, incident reporting, and equipment inspection.
- Proficient with GPS tracking systems and digital recordkeeping.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA: Maintains route logs, tonnage reports, service requests, safety inspections, and equipment maintenance records using work order systems and fleet tracking tools.

PEOPLE: Supervises solid waste collection crews and works directly with Town departments, residents, and vendors to ensure efficient service delivery.

THINGS: Oversees garbage trucks, recycling vehicles, bulk pickup equipment, and waste collection tools; ensures proper use, safety, and readiness.

COGNITIVE REQUIREMENTS

- **REASONING:** Applies sound judgment to prioritize routes, manage personnel, resolve service issues, and respond to emergencies or inclement weather impacts.
 - **MATHEMATICS:** Uses basic math to track loads, calculate disposal volumes, and monitor time and fuel efficiency.
 - **LANGUAGE:** Drafts service reports, communicates expectations and safety procedures, and interacts clearly with internal and external stakeholders.
 - **MENTAL:** Balances routine collection schedules with service interruptions, equipment breakdowns, and customer complaints.
-

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

- **PHYSICAL:** Must lift up to 75 lbs., walk and stand for extended periods, operate heavy vehicles, and perform tasks in varied weather conditions.
 - **ENVIRONMENTAL:** Frequent exposure to loud noise, odors, outdoor elements, waste materials, and potential traffic hazards.
 - **SENSORY:** Requires strong visual and auditory awareness for equipment operation and field safety monitoring.
-

JUDGMENTS AND DECISIONS

This position exercises independent judgment in route management, crew assignments, and operational problem-solving. Decisions affect public sanitation standards, service reliability, and regulatory compliance.

ADA COMPLIANCE

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The Town of Waynesville, NC

JOB DESCRIPTION

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Stormwater Supervisor

Department: Public Services – Environmental Services Division

Reports To: Environmental Services Manager

Pay Grade 69: \$55,173.36 - \$88,277.38

FLSA Status: Non-Exempt

The Town of Waynesville is seeking a motivated and technically skilled professional to serve as Stormwater Supervisor. This position is responsible for supervising the daily operations and maintenance of the Town's stormwater infrastructure, ensuring regulatory compliance with NPDES MS4 Phase II requirements, and supporting environmental stewardship. The role includes staff supervision, asset management, inspections, erosion control, and public outreach.

The Stormwater Supervisor plays a key leadership role in maintaining stormwater infrastructure and supports planning and development review activities that ensure the Town meets water quality and flood mitigation objectives.

KEY RESPONSIBILITIES:

Field Operations and Supervision

- Plan and supervise daily operations of stormwater crews responsible for system inspections, ditch and culvert cleaning, BMP maintenance, and minor drainage construction.
- Oversee storm drain repairs, storm line replacements, and culvert installations in accordance with approved standards.

- Conduct field inspections of stormwater infrastructure and respond to drainage and flooding complaints.
- Coordinate with engineering staff on capital improvement projects and stormwater master planning.

Regulatory Compliance and Documentation

- Support Town compliance with the NPDES MS4 Phase II permit including public education, outfall inspections, illicit discharge detection and elimination (IDDE), and good housekeeping.
- Maintain detailed records of inspections, maintenance activities, enforcement actions, and education events.
- Assist with the development of Stormwater Pollution Prevention Plans (SWPPPs) and implementation of Town-wide BMPs.
- Ensure proper erosion and sediment control measures are in place and coordinate with NCDEQ on compliance matters.

Leadership and Team Development

- Supervise and evaluate stormwater maintenance personnel; provide training and professional development in stormwater practices and safety.
- Ensure proper use of PPE and adherence to OSHA safety standards during trenching, confined space entry, and equipment operation.
- Foster a positive, collaborative, and accountable team culture aligned with the Town's service goals.

Public Engagement and Coordination

- Engage with residents, developers, contractors, and Town staff to resolve stormwater concerns and ensure policy compliance.
- Support stormwater outreach, education, and volunteer programs as part of the MS4 permit.
- Collaborate with planning, streets, and water divisions to align stormwater management with Town development goals.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED required; Associate degree in Environmental Science, Civil Engineering, or related field preferred.
- Minimum of five (5) years of experience in stormwater maintenance, drainage systems, or public works construction, with at least two (2) years of supervisory or lead experience.

Certification Requirements:

- Stormwater BMP Inspection Certification or equivalent required within 12 months of hire.
- Erosion and Sediment Control Certification preferred or required within probationary period.
- Valid North Carolina Commercial Driver's License (CDL) or ability to obtain within 6 months of hire.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough understanding of stormwater drainage systems, erosion control practices, and MS4 permit requirements.
- Ability to read and interpret construction drawings, stormwater system maps, and topographic surveys.
- Experience using GIS, CMMS, and digital field reporting tools.
- Strong communication and leadership skills, including team supervision, training, and performance management.
- Ability to investigate and resolve drainage complaints, illicit discharges, and environmental compliance issues.

WORK ENVIRONMENT:

- Work is performed outdoors in all weather conditions with potential exposure to water hazards, uneven terrain, chemicals, and construction equipment.
- Position requires availability for emergency response and after-hours storm events.

SPECIAL REQUIREMENTS:

- Valid North Carolina Driver's License.
- Must maintain required licensures and certifications throughout employment.
- Subject to random drug and alcohol testing in accordance with Town and DOT policies.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires planning or directing others in the sequence of major activities and reporting on operations and activities which are very broad in scope. Must be able to function with a variety of computer skills to include Munis, Word, Excel, PowerPoint and any other applications that may be required for the position.

PEOPLE INVOLVEMENT:

Requires supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations and promoting efficiency.

INVOLVEMENT WITH THINGS:

Requires supervising the activities of those operating or repairing complex machinery or equipment that requires extended training and experience, such as utility plant equipment, heavy equipment, or the application of complex software or systems; may involve installation and testing.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing supervisory work involving policy and guidelines, solving both people- and work-related problems.

MATHEMATICAL REQUIREMENTS:

Requires using mathematics involving the practical application of fractions, percentages, ratios and proportions, or measurements, logarithmic or geometric construction. May use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires doing professional-level work requiring the application of principles and practices in a wide range of administrative, technical or managerial methods in the solution of administrative or technical problems; or the coordination of entry-level managerial work; requires general understanding of operating policies and procedures and the ability to apply these to complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires heavy work that involves exerting between 35 to 50 pounds of force on a recurring basis and 100 pounds of force on a frequent basis. Must be able to perform basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping and repetitive motion.

ENVIRONMENTAL HAZARDS:

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

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception and field of vision, hearing and speaking abilities, color perception, odor perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Decision-making is a significant part of the job, affecting a large segment of the organization and the public; works in a dynamic environment; responsible to assist in developing policy and practices.

ADA COMPLIANCE

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The Town of Waynesville, NC

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Streets Supervisor

Department: Public Works – Streets & Sanitation Division

Reports To: Deputy Director of Public Works - Operations

Pay Grade 69: \$55,173.36 - \$88,277.38

FLSA Status: Non-Exempt

Position Summary

The Town of Waynesville is seeking a hands-on, experienced, and safety-focused individual to serve as Streets Supervisor. This position is responsible for supervising street maintenance operations including paving, patching, sidewalk repairs, right-of-way maintenance, drainage maintenance, and snow/ice removal.

KEY RESPONSIBILITIES:

Field Operations & Infrastructure Management

- Supervise daily tasks related to street resurfacing, pothole repair, drainage, and sidewalk maintenance.
- Plan and coordinate emergency storm response, snow/ice operations, and seasonal clean-ups.

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- Ensure safety of work zones and compliance with MUTCD standards.

Personnel Supervision and Scheduling

- Assign daily work orders and crew duties.
- Conduct performance evaluations and ensure staff follow safety and operational guidelines.
- Maintain training records and promote continuing education opportunities.

Asset and Equipment Management

- Oversee maintenance and readiness of dump trucks, loaders, backhoes, and other heavy equipment.
- Ensure preventive maintenance is conducted regularly and documented.

Customer and Interdepartmental Communication

- Coordinate with engineering and inspections teams on road projects.
- Respond to citizen complaints and track service requests in work order software.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED required.
- Five (5) years of streets or construction-related experience.
- Two (2) years of crew leadership or supervisory experience preferred.

Certification Requirements:

- Valid North Carolina CDL or ability to obtain within 6 months.
- Work Zone Safety and Flagging Certification preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong knowledge of road maintenance practices and worksite safety.
- Ability to read blueprints and site plans.
- Familiarity with GPS-based fleet tracking and CMMS.
- Capable of operating heavy equipment and leading multi-skilled crews.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA: Maintains records of daily street maintenance activities, service requests, equipment usage, and project timelines using work order systems and spreadsheets.

PEOPLE: Supervises street maintenance crews and coordinates with engineers, other Town departments, contractors, and the general public.

THINGS: Oversees the use and maintenance of heavy equipment, tools, traffic control devices, and materials related to street construction and repair.

COGNITIVE REQUIREMENTS

- **REASONING:** Applies judgment to resolve jobsite challenges, prioritize assignments, and adjust schedules in response to weather or emergencies.
 - **MATHEMATICS:** Uses basic geometry and measurement for calculating areas, materials, and estimating project requirements.
 - **LANGUAGE:** Drafts reports, communicates safety instructions, and clearly relays project updates to both technical staff and the public.
 - **MENTAL:** Balances routine maintenance schedules with reactive response to hazards, emergencies, or unexpected infrastructure failures.
-

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

- **PHYSICAL:** Must lift and carry up to 75 lbs., bend, stoop, operate machinery, and perform work outdoors for extended periods.
 - **ENVIRONMENTAL:** Regular exposure to dust, loud noise, extreme weather, traffic hazards, and construction-related risks.
 - **SENSORY:** Requires normal vision, hearing, and spatial awareness for operating vehicles, equipment, and maintaining a safe jobsite.
-

JUDGMENTS AND DECISIONS

This position exercises independent judgment in field operations, safety enforcement, and personnel assignments. Decisions impact public safety, road conditions, and service quality.

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ADA COMPLIANCE

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The Town of Waynesville

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Traffic Supervisor

Department: Public Works – Streets & Sanitation Division

Reports To: Deputy Director of Public Works - Operations

Pay Grade⁶⁹: \$55,173.36 - \$88,277.38

FLSA Status: Non-Exempt

Position Summary

The Town of Waynesville is seeking a detail-oriented, safety-driven professional to serve as Traffic Supervisor. This role oversees installation, maintenance, and inspection of traffic control devices including signage, pavement markings, and signals.

KEY RESPONSIBILITIES:

Traffic Operations & Infrastructure Maintenance

- Install, repair, and inspect signs, poles, pavement markings, and other traffic control devices.
- Ensure compliance with MUTCD guidelines and NCDOT coordination.
- Monitor traffic patterns and recommend improvements.

Work Planning and Safety Compliance

- Review and approve temporary traffic control plans for roadwork and events.
- Conduct regular inspections for sign visibility and reflectivity.
- Ensure work zone safety and ADA compliance.

Team Management and Training

- Supervise traffic technicians and assign daily work.
- Train staff in sign fabrication, layout, and MUTCD compliance.

Public Engagement and Documentation

- Respond to public safety concerns related to signage or traffic control.
- Maintain asset inventory, service records, and safety reports.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED required.
- Five (5) years of experience in traffic operations or roadway safety.
- Two (2) years of supervisory or lead worker experience preferred.

Certification Requirements:

- Valid NC Driver's License required.
- IMSA Level I or II Signs & Markings Certification preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Familiarity with MUTCD standards, traffic safety laws, and signage fabrication.
- Skilled in layout and installation of road markings and signage.
- Ability to manage field crews and coordinate with public safety and engineering teams.
- Competent with GIS, work order systems, and asset management software.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA: Maintains records of signage maintenance, traffic control plans, work orders, reflectivity inspections, and asset inventories using digital tracking systems.

PEOPLE: Supervises traffic operations personnel and collaborates with public works teams, contractors, public safety officials, and the general public.

THINGS: Oversees the installation, repair, and maintenance of traffic signs, signals, pavement markings, and traffic control equipment.

COGNITIVE REQUIREMENTS

- **REASONING:** Applies sound judgment to interpret MUTCD standards, resolve traffic safety issues, and respond to emergency or time-sensitive repairs.
 - **MATHEMATICS:** Utilizes basic math for layout measurements, spacing of signage, and calculation of material quantities.
 - **LANGUAGE:** Prepares work reports, communicates effectively with staff and other departments, and explains technical standards to non-technical audiences.
 - **MENTAL:** Manages both planned installations and reactive responses to hazards or failures in high-traffic environments.
-

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

- **PHYSICAL:** Must lift and carry up to 75 lbs., climb ladders, operate bucket trucks and tools, and work from elevated platforms.
 - **ENVIRONMENTAL:** Frequent exposure to outdoor weather, traffic, noise, dust, and roadway hazards.
 - **SENSORY:** Requires normal visual acuity, color recognition (for markings and signage), hearing, and depth perception for safety and precision in fieldwork.
-

JUDGMENTS AND DECISIONS

This position exercises independent judgment in the implementation of traffic control plans, prioritization of field assignments, and ensuring compliance with federal and state traffic safety regulations. Decisions directly impact public safety and roadway functionality.

ADA COMPLIANCE

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The Town of Waynesville, NC

JOB DESCRIPTION

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Wastewater Collections Supervisor

Department: Public Works – Water Resources Division

Reports To: Water Resources Manager

Pay Grade 69: \$55,173.36 – \$88,277.38

FLSA Status: Non-Exempt

Position Summary

The Wastewater Collections Supervisor is responsible for overseeing the daily operations and maintenance of the Town's wastewater collection infrastructure. This includes ensuring system compliance with state and federal regulations, supervising field crews, and maintaining safe, reliable service for the community. This position is designated as the **Operator in Responsible Charge (ORC)** for the Town's wastewater operations.

This role is critical in protecting public health and the environment, managing infrastructure assets, and upholding the Town's commitment to operational excellence and regulatory compliance.

KEY RESPONSIBILITIES

Collections System Operations & Compliance

- Provide daily supervision and coordination of wastewater collection system activities including line inspections, cleaning, repair, and emergency response.
- Serve as the **NC Grade IV ORC** for the wastewater collection system, ensuring compliance with NCDEQ regulations.
- Maintain all required logs, sampling reports, and permit compliance records.
- Conduct inspections using CCTV and other diagnostic tools to assess system performance.

Personnel Management

- Supervise wastewater crew members, including scheduling, training, and performance evaluation.
- Promote safety culture and enforce compliance with OSHA and Town policies.
- Mentor staff in technical skills, regulatory awareness, and emergency preparedness.

Asset Management & Maintenance

- Coordinate and track preventive and corrective maintenance using CMMS or work order systems.
- Identify and prioritize infrastructure needs; assist in CIP planning and budgeting.
- Ensure all vehicles, tools, and equipment are maintained in safe operating condition.

Cross-Division & Emergency Support

- Collaborate with other supervisors in the Water Resources Division to coordinate utility response.
- Support water operations and assist during mutual aid scenarios.
- Lead after-hours response to main breaks, backups, and sanitary sewer overflows (SSOs).
-

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED required; Associate's or Bachelor's degree in Environmental Science, Utilities Management, or related field preferred.

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- Minimum of five (5) years of experience in wastewater utility operations with at least two (2) years in a supervisory or lead role.

Licensure and Certification:

- Possession of a valid **North Carolina Grade IV Wastewater Treatment Operator Certification** (REQUIRED).
 - Valid North Carolina Driver's License.
 - Must obtain required safety or emergency certifications within 12 months of hire.
-

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Advanced knowledge of wastewater collection systems, hydraulics, inspection, and maintenance techniques.
- Regulatory requirements of NCDEQ, CMOM programs, EPA standards, and laboratory quality protocols.
- Understanding of GIS, SCADA, CCTV diagnostics, and asset management software.

Skills:

- Strong technical, troubleshooting, and emergency response skills.
- Effective team leadership, mentoring, and personnel development.
- Accurate reporting, documentation, and communication.

Abilities:

- Ability to supervise and prioritize fieldwork independently while managing compliance obligations.
- Capable of interpreting as-builts, regulatory guidelines, and system performance data.
- Able to foster a high-performance and safety-conscious work culture.

WORK ENVIRONMENT

Work involves both field and office environments, often under adverse conditions such as confined spaces, inclement weather, and potential exposure to biological and chemical hazards.

Must be available for emergency on-call rotation including nights, weekends, and holidays.

SPECIAL REQUIREMENTS

- Valid North Carolina Driver's License.
 - Physical, sensory, and environmental requirements typical of wastewater collections field supervision.
-

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA: Prepares compliance logs, laboratory results, work orders, and inspection reports.

PEOPLE: Directly supervises utility personnel and works with regulatory and interdepartmental partners.

THINGS: Responsible for wastewater equipment, lab testing instruments, inspection tools, and system infrastructure.

COGNITIVE REQUIREMENTS

- **REASONING:** Exercises independent judgment in managing public infrastructure and ensuring compliance.
- **MATHEMATICS:** Uses math and formulas for laboratory analysis, flow measurement, and dosing.
- **LANGUAGE:** Prepares reports and documentation in accordance with regulatory and operational standards.
- **MENTAL:** Manages workload under deadlines and changing conditions while remaining compliant and efficient.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

- **PHYSICAL:** Must lift up to 50 lbs., enter manholes or confined spaces, and work in variable terrain.
 - **ENVIRONMENTAL:** Exposure to sewage, gases, chemicals, traffic hazards, and seasonal weather extremes.
 - **SENSORY:** Requires acuity for detecting mechanical issues, system alarms, and visual inspections.
-

JUDGMENTS AND DECISIONS

Makes independent operational and personnel decisions with substantial impact on regulatory compliance, infrastructure integrity, and public health.

ADA COMPLIANCE

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The Town of Waynesville, NC

JOB DESCRIPTION

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Wastewater Treatment Supervisor

Department: Public Services – Environmental Services Division

Reports To: Environmental Services Manager

Pay Grade 69: \$55,173.36 - \$88,277.38

FLSA Status: Non-Exempt

The Town of Waynesville is seeking a knowledgeable and experienced professional to serve as Wastewater Treatment Supervisor. This position oversees daily operations of the wastewater treatment plant (WWTP), including staff supervision, regulatory reporting, laboratory oversight, and process control. The role is responsible for maintaining environmental compliance, plant optimization, and quality assurance.

This supervisor serves as the Operator in Responsible Charge (ORC) and ensures adherence to local, state, and federal requirements while supporting continuous improvement in safety, efficiency, and service delivery.

KEY RESPONSIBILITIES:

Plant Operations and Supervision

- Oversee the daily operation and maintenance of the wastewater treatment facility, including mechanical, electrical, and process systems.
- Schedule and assign work to operators and maintenance staff; verify proper operation of blowers, pumps, aeration basins, clarifiers, chlorination systems, and sludge management.

- Conduct regular facility inspections, monitor SCADA systems, and evaluate equipment and system performance.
- Serve as Operator in Responsible Charge (ORC) and ensure compliance with all permit requirements, SOPs, and process standards.

Regulatory Compliance and Laboratory Oversight

- Ensure compliance with NCDEQ, EPA, and NPDES permit conditions including monitoring, reporting, and recordkeeping.
- Oversee laboratory testing and quality control procedures to ensure accurate sampling, analysis, and documentation.
- Prepare and submit monthly Discharge Monitoring Reports (DMRs), biosolids records, and compliance summaries.
- Respond to Notices of Violation (NOVs), complete Root Cause Analyses (RCAs), and develop corrective action plans.

Process Management and Optimization

- Monitor and adjust treatment processes based on laboratory data, flows, loading rates, and plant conditions.
- Develop and maintain preventive maintenance schedules for plant equipment and coordinate with maintenance personnel on repairs.
- Implement Total Quality Management (TQM) and continuous improvement practices to optimize plant operations.
- Participate in or lead plant upgrades, capital improvement projects, and startup/commissioning of new systems.

Leadership and Administrative Duties

- Supervise and evaluate plant operators; ensure training, development, and safety compliance.
- Maintain operator licensure tracking, training records, and shift schedules.
- Assist with budget development, purchasing, and inventory control for chemicals, lab supplies, and spare parts.
- Coordinate with other utility supervisors and departments for joint operations or shared responsibilities.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED required; Associate or Bachelor's degree in Environmental Science, Biology, Chemistry, or related field preferred.
- Minimum of five (5) years of progressively responsible experience in wastewater treatment, including at least two (2) years in a supervisory or lead operator role.

- Experience with NPDES reporting, plant operations, SCADA systems, laboratory testing, and process optimization required.

Certification Requirements:

- North Carolina Class IV Wastewater Treatment Plant Operator certification required upon hire.
- Total Quality Management (TQM) certification through ASQ or similar professional organization required within 12 months of hire.
- Valid North Carolina Driver's License and the ability to respond to emergency calls as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of wastewater treatment principles, practices, equipment, and regulations.
- Proficiency in interpreting lab results and adjusting treatment processes accordingly.
- Experience using SCADA, CMMS, GIS, and related technologies for plant monitoring and management.
- Strong understanding of permit compliance, biosolids handling, effluent quality standards, and emergency procedures.
- Effective leadership, communication, and organizational skills.

WORK ENVIRONMENT:

- Work is performed at the wastewater treatment plant and includes exposure to hazardous materials, confined spaces, high noise, odors, and varying weather conditions.
- Requires availability for on-call duties, shift coverage, and emergency response.

SPECIAL REQUIREMENTS:

- Valid North Carolina Driver's License.
- Must maintain required licensures and certifications throughout employment.
- Subject to random drug and alcohol testing under applicable laws and policies.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires planning or directing others in the sequence of major activities and reporting on operations and activities which are very broad in scope. Must be able to function with a variety of computer skills to include Munis, Word, Excel, PowerPoint and any other applications that may be required for the position.

PEOPLE INVOLVEMENT:

Requires supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations and promoting efficiency.

INVOLVEMENT WITH THINGS:

Requires supervising the activities of those operating or repairing complex machinery or equipment that requires extended training and experience, such as utility plant equipment, heavy equipment, or the application of complex software or systems; may involve installation and testing.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing supervisory work involving policy and guidelines, solving both people- and work-related problems.

MATHEMATICAL REQUIREMENTS:

Requires using mathematics involving the practical application of fractions, percentages, ratios and proportions, or measurements, logarithmic or geometric construction. May use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires doing professional-level work requiring the application of principles and practices in a wide range of administrative, technical or managerial methods in the solution of administrative or technical problems; or the coordination of entry-level managerial work; requires general understanding of operating policies and procedures and the ability to apply these to complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires heavy work that involves exerting between 35 to 50 pounds of force on a recurring basis and 100 pounds of force on a frequent basis. Must be able to perform basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping and repetitive motion.

ENVIRONMENTAL HAZARDS:

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

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception and field of vision, hearing and speaking abilities, color perception, odor perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Decision-making is a significant part of the job, affecting a large segment of the organization and the public; works in a dynamic environment; responsible to assist in developing policy and practices.

ADA COMPLIANCE

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

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The Town of Waynesville, NC

JOB DESCRIPTION

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Water Distribution Supervisor

Department: Public Services – Water Division

Reports To: Deputy Director of Public Works - Operations

Pay Grade 69: \$55,173.36 - \$88,277.38

FLSA Status: Non-Exempt

The Town of Waynesville is seeking a knowledgeable and motivated professional to serve as Water Distribution Supervisor. This position oversees the day-to-day operations and maintenance of the Town's potable water distribution system. Responsibilities include supervising staff, maintaining compliance with regulatory standards, managing infrastructure repairs, and ensuring consistent, safe delivery of drinking water.

The Water Distribution Supervisor must hold a North Carolina Class IV Water Distribution certification upon hire and demonstrate strong leadership, communication, and operational skills in the management of crews, assets, and public service.

KEY RESPONSIBILITIES:

Field Operations and Supervision

- Oversee daily activities of the water distribution crew including repairs, valve maintenance, flushing, leak detection, and new service installations.
- Plan, assign, and inspect work to ensure compliance with safety and construction standards.

- Monitor and maintain valves, meters, hydrants, pump stations, and service lines for functionality and water quality.
- Respond to emergencies including main breaks, service outages, and after-hours water issues.

Regulatory and Safety Compliance

- Ensure compliance with all state and federal drinking water regulations, including DEQ and AWWA standards.
- Maintain accurate records of work performed, water samples, chlorine residuals, and backflow testing.
- Ensure employees follow confined space entry, trench safety, and PPE protocols in accordance with OSHA regulations.

Asset and Work Management

- Utilize GIS and CMMS tools to track assets, create work orders, and maintain system maps.
- Coordinate with engineering and contractors on system upgrades and capital improvement projects.
- Order materials, track inventory, and assist with budgeting for the water distribution division.

Leadership and Public Interaction

- Supervise and evaluate distribution operators; provide training, coaching, and performance feedback.
- Respond professionally to customer inquiries regarding water pressure, leaks, meter readings, and service issues.
- Collaborate with other Town departments for joint utility efforts, right-of-way access, and emergency response.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED required; coursework in water systems, utility management, or environmental science preferred.
- Minimum of five (5) years of experience in water distribution or public utilities, including at least two (2) years in a supervisory or lead role.

Certification Requirements:

- North Carolina Class IV Water Distribution certification is required upon hire.
- Must possess or obtain Confined Space Entry, Trenching/Shoring, and Flagging certifications within probationary period.
- Valid North Carolina Commercial Driver's License (CDL) or ability to obtain within 6 months of hire.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of potable water distribution system operations, maintenance, and regulations.
- Ability to lead and supervise a field crew with professionalism and accountability.
- Strong knowledge of water sampling, pressure zones, line repair, and meter reading systems.
- Proficient in GIS mapping, digital work order systems, and hydraulic principles.
- Strong communication, leadership, and problem-solving skills.

WORK ENVIRONMENT:

- Work is performed outdoors in all weather conditions and may involve exposure to hazardous conditions, traffic, confined spaces, and trenching operations.
- Availability for emergency calls, after-hours response, and rotating on-call coverage is required.

SPECIAL REQUIREMENTS:

- Valid North Carolina Driver's License.
- Must maintain required licensures and certifications throughout employment.
- Subject to random drug and alcohol testing in accordance with Town and DOT policies.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

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Requires supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations and promoting efficiency.

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COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

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Water Resources Manager

Department: Public Works – Water Resources Division

Reports To: Deputy Director of Public Works or Town Manager

Pay Grade 72: \$61,171.68 - \$97,874.69

FLSA Status: Exempt

Position Overview

The Town of Waynesville is seeking a visionary, systems-oriented, and highly capable leader to serve as the Water Resources Manager. This executive-level role will oversee the fully integrated Water Resources Division, which includes Water Treatment, Water Quality, and the Water Distribution System. The manager will be responsible for regulatory compliance, capital improvement planning, workforce development, and operational excellence across the full water cycle from source to delivery.

This role serves as a key strategic leader responsible for ensuring public health, infrastructure sustainability, and efficient service delivery in alignment with local, state, and federal mandates.

KEY RESPONSIBILITIES:

Leadership and Organizational Management

- Provide strategic and administrative leadership for all operations within the Water Resources Division.
- Oversee multi-disciplinary teams spanning plant operations, field services, water quality, technical support, and supervisory staff.

- Promote a culture of accountability, continuous improvement, and regulatory excellence.
- Serve as the central liaison between Town leadership, regional partners, and regulatory agencies.

Project & System Oversight

- Direct planning, execution, and evaluation of system-wide Capital Improvement Projects (CIPs).
- Coordinate the management and maintenance of all water-related infrastructure, including plants, pump stations, distribution lines, and appurtenances.
- Ensure integrated workflows and standardized processes across all operational units.

Regulatory & Emergency Preparedness

- Ensure compliance with EPA, NCDEQ, NPDES and other regulatory frameworks.
- Oversee the development and implementation of Emergency Response Plans, contamination events, and weather-related disruptions.
- Maintain unified regulatory reporting, inspection documentation, and asset management records using SCADA, GIS, and CMMS platforms.

Budgeting and Resource Management

- Lead annual budgeting, forecasting, and long-term planning for all Water Resources programs, projects and operations.
- Manage grants and infrastructure funding streams (SRF, ARPA, DWSRF, etc.).
- Direct inventory management, equipment procurement, and preventive maintenance schedules.

Workforce Development & Engagement

- Build an adaptable, cross-trained workforce capable of managing treatment, distribution, quality control and operations.
- Provide mentoring, certification support, and career path planning for staff across all disciplines.
- Encourage knowledge sharing, employee retention, and operational versatility.

Community & Public Engagement

- Serve as the public face of the Water Resources Division.
- Provide clear communication to residents and businesses regarding service issues, infrastructure improvements, and emergency events.
- Represent the Town at public meetings, regional forums, and utility partner collaborations.

- Prepares and submits monthly progress reports summarizing operational performance, maintenance activities, capital projects, compliance, staffing, and key performance indicators to support data-driven decision-making and transparency.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in Public Administration, Environmental Science, Engineering, or a related field (preferred).
- 5-8 years of progressively responsible experience managing utility operations (water/wastewater/stormwater, etc.) with at least 3 years in a leadership capacity.
- Equivalent combinations of education, experience, and demonstrated competencies may be considered in lieu of formal certifications. Candidates with progressive experience managing municipal or utility operations, particularly in water treatment, distribution, or public works, will be considered.
- Emphasis will be placed on leadership ability, familiarity with regulatory environments, operational planning, and a proven commitment to staff development, safety, and service delivery.

Licensure and Certification:

- Licenses such as NC Class A Water Treatment or Grade A Water Collections or Cross Connection are preferred but **not required** if applicant demonstrates equivalent leadership experience in managing water resource operations.
- Must obtain any essential emergency management or compliance training within 18 months of hire.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Comprehensive knowledge of water treatment, distribution, and water quality.
- Deep understanding of regulatory frameworks including NPDES, Safe Drinking Water Act, and Clean Water Act.
- Familiarity with capital improvement planning, risk management, and SCADA/GIS-based infrastructure systems.

Skills:

- Strong organizational leadership and team-building abilities.
- Public communication, technical report writing, budgeting, and policy development.
- Proficient in the use of project management software, CMMS, SCADA, GIS, and Microsoft Office Suite.

Abilities:

- Ability to manage complex operational systems with competing demands.
- Able to coordinate cross-functional teams in high-stakes or emergency situations.

- Capable of fostering a safe, equitable, and high-performance workplace culture.

WORK ENVIRONMENT:

- Work is performed in a hybrid of office, plant, and field settings.
- Availability is required for after-hours emergencies, weather events, and special community meetings.

SPECIAL REQUIREMENTS:

- Valid North Carolina Driver's License.
- Must maintain required licensures and certifications.
- Must meet physical, sensory, and environmental standards associated with field and plant oversight.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Plans, directs, and interprets data using SCADA, GIS, sampling logs, and performance metrics to ensure operational and regulatory success.

PEOPLE INVOLVEMENT:

Manages multi-tiered teams, supervisors, and technical personnel; facilitates collaboration across departments and stakeholders.

INVOLVEMENT WITH THINGS:

Oversees treatment plants, pumping stations, heavy equipment, digital systems, and asset tracking tools.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing high-level administrative reasoning for regulatory decisions, policy development, and emergency actions.

MATHEMATICAL REQUIREMENTS:

Budgeting, flow calculation, dosing formulas, and grant cost modeling.

LANGUAGE REQUIREMENTS:

Ability to compose professional reports, grants, SOPs, and public-facing communications.

MENTAL REQUIREMENTS:

Requires sustained attention across multiple domains and the ability to prioritize and respond dynamically to emergencies.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Ability to inspect facilities, walk sites, lift up to 50 lbs., and respond to emergency situations.

ENVIRONMENTAL HAZARDS:

Exposure to chemical hazards, confined spaces, weather conditions, and treatment environments.

SENSORY REQUIREMENTS:

Normal visual acuity, color and odor detection, and auditory responsiveness required for site diagnostics and safety.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Significant authority and autonomy in overseeing critical public infrastructure. Accountable for system integrity, public health outcomes, and long-term sustainability.

ADA COMPLIANCE

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The Town of Waynesville, NC

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Water Treatment Supervisor

Department: Public Works – Water Resources Division

Reports To: Water Resources Manager

Pay Grade 69: \$55,173.36 - \$88,277.38

FLSA Status: Non-Exempt

Position Overview

The Water Treatment Supervisor is a key leadership role responsible for the daily oversight of the Town's water treatment operations and staff. This position ensures compliance with all state and federal drinking water standards while optimizing production and plant efficiency. The Supervisor also serves as the system's Operator in Responsible Charge (ORC) for the Town of Waynesville's Water Treatment Plant and serves as backup to the Water Distribution Supervisor as needed.

This position plays a critical role in ensuring safe, reliable water service for the community while fostering a culture of compliance, safety, and continuous improvement.

KEY RESPONSIBILITIES:

Plant Operations & Compliance

- Oversee day-to-day operations of the water treatment plant including chemical feed, process controls, lab testing, backwashing, and SCADA monitoring.
- Maintain compliance with all NCDEQ, EPA, and Safe Drinking Water Act standards.

- Serve as the certified Operator in Responsible Charge (ORC) for the Water Treatment Plant.

Personnel Supervision

- Schedule and supervise plant operators and support staff; ensure 24/7 coverage and rotation for holidays and emergencies.
- Conduct performance evaluations, training sessions, and compliance drills.
- Promote a professional work environment through accountability and coaching.

Reporting & Documentation

- Maintain operational logs, sampling records, and chain-of-custody documentation.
- Prepare monthly MORs (Monthly Operating Reports) and other regulatory submittals.
- Coordinate inspections and facilitate prompt resolution of noted deficiencies.

Maintenance & Coordination

- Oversee preventive and corrective maintenance in coordination with maintenance staff and contractors.
- Ensure backup systems (generators, alarms, chemical pumps) are tested and operable.
- Coordinate with the Water Distribution Supervisor to ensure integrated system functionality.

Safety & Emergency Preparedness

- Lead implementation of safety protocols for chemical handling, confined space entry, and emergency response.
- Respond to after-hours plant alarms or operational disruptions as required.

Cross-Division Support

- Provide leadership and operational support in the absence of the Water Distribution Supervisor.
- Assist with system flushing, water quality complaints, or distribution-related fieldwork as needed.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED required; Associate's or Bachelor's degree in Environmental Science, Water Technology, or a related field preferred.
- Minimum of five (5) years of experience in water treatment plant operations with at least two (2) years in a lead or supervisory role.

Licensure and Certification:

- Possession of a valid **North Carolina Class A Surface Water Treatment certification (REQUIRED)**.
- Must possess a valid North Carolina Driver's License.
- Must obtain necessary safety or emergency management certifications within 12 months of hire.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Principles of water treatment, chemistry, hydraulics, and microbiological standards.
- Regulatory requirements of NCDEQ, EPA, and OSHA.
- Understanding of SCADA systems, lab instrumentation, and automated controls.

Skills:

- Technical troubleshooting, process optimization, and emergency response.
- Team leadership, scheduling, mentoring, and training.
- Effective oral and written communication.

Abilities:

- Ability to manage a treatment plant independently while coordinating with other utility divisions.
- Capable of interpreting lab results, technical manuals, and engineering drawings.
- Ability to remain calm under pressure and ensure regulatory compliance in all scenarios.

WORK ENVIRONMENT:

- Work is primarily performed in a treatment plant setting with periodic field duties and office-based reporting.
- Must be available for on-call rotation and emergency response including nights, weekends, and holidays.

SPECIAL REQUIREMENTS:

- Valid North Carolina Driver's License.
- Must maintain required licensures and certifications.
- Must meet all physical, sensory, and environmental standards associated with utility plant supervision.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Tracks water quality data, sampling results, and SCADA trends for operational performance and compliance.

PEOPLE INVOLVEMENT:

Supervises treatment operators and interfaces with regulatory inspectors, public works staff, and residents.

INVOLVEMENT WITH THINGS:

Responsible for treatment plant equipment, chemical handling systems, lab tools, and electronic monitoring systems.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Applies sound judgment to troubleshoot system anomalies and lead emergency response.

MATHEMATICAL REQUIREMENTS:

Uses algebra and unit conversion for chemical dosing and reporting calculations.

LANGUAGE REQUIREMENTS:

Prepares accurate, detailed reports and communicates clearly with technical and non-technical audiences.

MENTAL REQUIREMENTS:

Balances routine operations with unpredictable emergencies and maintenance challenges.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Must lift and carry up to 50 lbs., climb stairs, and access equipment platforms.

ENVIRONMENTAL HAZARDS:

Exposure to chemical hazards, confined spaces, weather conditions, and treatment environments.

SENSORY REQUIREMENTS:

Requires strong vision, hearing, and smell for plant diagnostics and safety monitoring.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

August 2025

This position exercises independent judgment regarding water treatment operations and staff direction. Decisions impact public health and regulatory standing.

ADA COMPLIANCE

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Reclassification Cost Analysis

The estimated total cost for this reclassification is just under **\$12,000** as outlined in the attached cost distribution by account code and division.

Division	Account Code	Cost Per Division
Public Works	10-4260	\$8,635
Streets & Sanitation	10-4510	\$15,352
Water Maintenance	61-7121	\$1,655
Water Treatment	61-7122	-\$9,879
Sewer Maintenance	62-7121	\$1,655
Sewer Treatment	62-7122	\$3,490
Electric Distribution	63-7121	-\$2,137
Garage	82-8200	-\$7,063
Total Cost		\$11,708

This cost is being **fully absorbed within the existing salary line items**, made possible through vacancy, retirement and overtime savings. The financial impact on the operational budget is minimal, as reflected in the breakdown below:

Basic Weekend OT	\$6,240.00
Special Event OT	\$9,000.00
Emergency Response	\$3,000.00
Total Estimated Savings	\$18,240.00

Total Cost	\$11,708.00
Total Estimated Savings	\$18,240.00
	-\$6,532.00

In addition to maintaining budget neutrality, this reclassification supports critical goals by:

- **Enhancing supervisory oversight** and accountability,
- **Improving regulatory compliance support**, and
- **Creating clear promotional opportunities** for existing staff.

This reorganization reflects a proactive investment in leadership structure and workforce development while remaining fiscally responsible.

Please let me know if further details or discussions are needed.

Best regards,

Ricky Bourne

Director of Public Works

Town of Waynesville, NC

This reorganization is **budget-neutral** and **offset by internal savings**, which include:

- **Vacancy savings** within salary line items due to open positions
- **Elimination of routine overtime**, including:
 - \$6,240 – Basic Weekend OT
 - \$9,000 – Special Event OT
 - \$3,000 – Emergency Response
 - **\$18,240 – Total Estimated Overtime Savings**

These savings significantly reduce the fiscal impact and allow us to move forward without requiring additional appropriations.

In addition to the financial feasibility, this proposal provides:

- **Improved supervisory structure** to ensure daily oversight and accountability
- **Critical support for regulatory compliance** and public safety
- **Defined promotional pathways** for employees, aiding recruitment and retention

This plan reflects a practical, forward-thinking approach to improving departmental performance while remaining fiscally responsible. With these reclassifications, the department is positioned to deliver better service, faster response, and increased accountability.



Justification for Establishing a Water Resources Division

Prepared by: Ricky Bourne, Director of Public Works

Date: August 2025

Professional Summary

The Town of Waynesville Public Works Department proposes the formal consolidation of **Water Treatment** and **Water Distribution** operations into a single, unified **Water Resources Division**. This realignment is intended to modernize service delivery, eliminate operational inefficiencies, align with best practices in utility management, and improve responsiveness to public and regulatory expectations. By aligning both treatment and distribution functions under one leadership structure, the Town will increase regulatory compliance, workforce flexibility, and infrastructure reliability.

Operational Justifications:

Unified Lifecycle Management

Currently, water infrastructure operations are managed in separate divisions. This segmentation leads to fragmented communication, redundant workflows, and disjointed response efforts. By unifying the water functions, the Town will establish:

- A single chain of accountability from raw water intake through treatment and final distribution to customers.
- Streamlined communication between plant and field operations.
- Cohesive operational planning and more effective use of personnel and equipment.

Regulatory Compliance and Emergency Preparedness

Regulatory agencies increasingly emphasize proactive management of drinking water systems. A consolidated division will enhance:

- Unified reporting through SCADA, GIS, CMMS, and lab management tools.

- Coordinated emergency response during service interruptions, line breaks, or contamination events.
- Improved documentation and readiness for inspections, permitting, and grants.

Workforce Efficiency and Development

A unified Water Resources Division supports:

- Cross-training between treatment plant operations and field distribution crews.
 - Broader career paths and staff development opportunities.
 - Stronger succession planning and reduced reliance on single-role staff.
 - A more agile workforce that can respond to operational demands and seasonal fluctuations.
-

Operational Efficiency and Cost Optimization

Consolidating water operations promotes:

- Elimination of overlapping supervisory roles and redundant maintenance protocols.
 - Shared use of assets such as SCADA systems, testing equipment, and fleet tools.
 - System-wide planning for Capital Improvement Projects and asset renewal priorities.
 - Better alignment with state and federal funding programs such as DWI and ARPA.
-

Customer Service and Public Confidence

Residents seek fast, clear resolution to service interruptions, regardless of which team responds. A unified division ensures:

- One-stop customer service for water-related inquiries and emergencies.
- Better communication during outages and incidents through unified protocols.
- A visible commitment to reliable, safe, and professional water service.

Alignment with Best Practices

The proposed structure reflects a growing national trend:

- Industry organizations such as AWWA and APWA support integrated utility models for mid-sized municipalities.

- Peer communities in North Carolina—including Boone, Lenoir, Hendersonville, and Morganton—have implemented similar realignments.
 - Integration of SCADA, GIS, asset management, and performance reporting is standard among efficient water systems.
-

Proposed Implementation Strategy

Leadership and Structure

- Establish a Water Resources Manager overseeing both Water Treatment and Water Distribution.
- Assign supervisory roles for each division to maintain technical depth and operational oversight.

Process and System Alignment

- Merge SOPs, safety protocols, sampling plans, and reporting tools.
- Align asset tracking, work order systems, and performance metrics.

Staff Engagement and Development

- Offer training and cross-functional learning opportunities.
 - Host staff forums to ensure input and support during the transition.
 - Create mentorship and team-building programs across plant and field operations.
-

Conclusion

The formation of a Water Resources Division centered on water treatment and distribution represents a strategic and efficient realignment for the Town of Waynesville. It will reduce operational silos, improve compliance, strengthen customer service, and enhance workforce capacity. This model promotes resilient infrastructure management and prepares the Town for future regulatory and service demands.

I strongly recommend this transition and am committed to leading a smooth and successful implementation.

Ricky Bourne

Director of Public Works



Justification for Establishing an Environmental Services Division

Prepared by: Ricky Bourne, Director of Public Works

Date: August 2025

Professional Summary

The Town of Waynesville Public Works Department proposes the formal creation of an **Environmental Services Division** by consolidating three closely related utility operations: **Wastewater Treatment, Wastewater Collections, and Stormwater Maintenance**. This structural realignment is designed to modernize compliance practices, streamline communication, enhance emergency response, and improve operational efficiency. With environmental regulations and public expectations intensifying, this unified division will support the Town's goals for environmental protection, sustainable infrastructure, and workforce resilience.

Operational Justifications

Integrated Environmental Management

Currently, the Town's wastewater and stormwater systems are managed independently, creating silos in workflow, staffing, and compliance tracking. The Environmental Services Division would:

- Establish a single chain of accountability from sewer intake to stormwater discharge.
- Enable coordinated oversight of inflow and infiltration (I&I) challenges, sewer overflows, and illicit discharge investigations.
- Improve cross-functional maintenance of shared assets, including pump stations, outfalls, and interceptor lines.

Regulatory Compliance and Emergency Preparedness

Federal and state agencies—including **EPA**, **NCDEQ**, and regional watershed authorities—are emphasizing integrated environmental stewardship. A unified division will support:

- Streamlined recordkeeping and reporting for **NPDES**, **MS4**, **CMOM**, and inspection mandates.
 - Quicker, coordinated response to SSOs, storm events, spills, and permit exceedances.
 - Enhanced documentation and accountability for inspections, laboratory reporting, and grant eligibility.
-

Workforce Efficiency and Development

Combining these divisions will improve staff capacity, reduce role redundancy, and support long-term development through:

- Cross-training in jetting, CCTV inspections, lab sampling, stormwater BMP maintenance, and confined space entry.
 - Improved utilization of specialized licenses, such as **Grade IV Wastewater Operator**, **Collections**, and **Stormwater Certifications**.
 - Enhanced career ladders, multi-disciplinary training programs, and succession planning.
-

Cost Optimization and Infrastructure Planning

Bringing stormwater and wastewater functions under one leadership structure creates opportunities for:

- Consolidated asset management and capital planning across sewer and drainage systems.
- Reduced duplication in inspection programs, lab testing protocols, and contractor management.
- Unified budgeting for vacuum trucks, inspection gear, pump stations, and trench safety equipment.

Customer Service and Public Confidence

Customers experiencing backups, flooding, or water quality complaints often contact multiple departments. A consolidated division allows:

- One-stop coordination for environmental service complaints and emergency response.
 - Improved communication across interdependent field operations.
 - Greater transparency and professionalism in managing public-facing issues related to water quality and environmental protection.
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Alignment with Best Practices

The Environmental Services model reflects leading practices in utility management:

- Organizations such as **NACWA**, **APWA**, and **WEF** endorse integrated environmental utility frameworks.
 - North Carolina municipalities—such as Morganton, Statesville, and Boone—have successfully realigned sewer and stormwater under unified management.
 - Modern utility management emphasizes system-wide integration of SCADA, GIS, telemetry, and asset reporting platforms.
-

Proposed Implementation Strategy

Leadership and Structure

- Appoint an **Environmental Services Manager** to lead all wastewater and stormwater operations.
- Maintain specialized supervisor roles for **Wastewater Treatment**, **Collections**, and **Stormwater Maintenance** to ensure technical depth and regulatory compliance.

Process and System Alignment

- Integrate SOPs, safety protocols, sampling schedules, and lab management systems.
- Merge CMMS, GIS, and work order tracking for unified asset performance monitoring.

Staff Engagement and Development

- Provide cross-certification opportunities and promote multi-skilled workforce development.
 - Host staff forums and transition workshops to encourage team cohesion and feedback.
 - Implement mentorship programs between treatment, collection, and field teams.
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Conclusion

The creation of an **Environmental Services Division** will position the Town of Waynesville for long-term operational resilience, compliance readiness, and workforce sustainability. This structure reflects modern utility trends, enhances internal collaboration, and provides a stronger foundation for public trust and environmental responsibility. By aligning these critical services under one coordinated division, the Town ensures effective, efficient, and future-ready infrastructure management.

I fully support this proposal and will lead the implementation with transparency and accountability.

Ricky Bourne

Director of Public Works

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: August 12, 2025**

SUBJECT: Special Events Cost Analysis

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Administration
Contact: Jesse Fowler, Deputy Town Manager
Presenter: Jesse Fowler, Deputy Town Manager

BRIEF SUMMARY:

At the Direction of the Town Council, staff has prepared an analysis of costs incurred by the Town of Waynesville as a consequence of managing special events throughout the Town.

Each special event held within the Town of Waynesville requires considerable safety and logistics planning in cooperation with the Public Works Department, Police Department, Fire Department, and event organizers in order to ensure the safety of the public while providing the operational resources necessary to successfully host these events.

Please refer to the attached table of annual event costs, as well as the attached 2024 Civilian Police Annual Activity Report for further discussion by Council. While the costs found on in the attached table include all of the “day of” operational costs incurred by the Town of Waynesville during special events, it does not include costs incurred prior to the event, such as internal planning discussions or meetings with the event organizers.

MOTION FOR CONSIDERATION: N/A

FUNDING SOURCE/IMPACT:

ATTACHMENTS:

- Special Events Staffing, Labor, & Apparatus Costs
- 2024 Civilian Police Annual Activity Report

MANAGER’S COMMENTS AND RECOMMENDATIONS:

Special Events Staffing, Labor & Apparatus Costs

Event	Police Department						Public Works Department								Fire Department				Total Cost
	Police Staff	P.D. Officer Labor	P.D. Brass Labor	P.D. Hours	Total P.D. Labor	P.W. Staff	P.W. Hours	P.W. Labor	Large Vehicles	Small Vehicles	Trailers	Barricades *	Cost of Barricade Water **	F.D. Staff	Fire Apparatus	F.D. Hours	F.D. Labor		
Appalachian Heritage Festival	4	\$ 300.00	\$ -	4	\$ 300.00	4	6	\$ 432.00	3	3	3	12	\$ 30.83	0	0	0	\$ -	\$ 762.83	
Whole Bloomin Thing	2	\$ 400.00	\$ 100.00	9	\$ 500.00	3	4	\$ 216.00	2	2	0	12	\$ 30.83	0	0	0	\$ -	\$ 746.83	
Strive Not To Drive Bike Ride	0	\$ -	\$ -	0	\$ -	0	0	\$ -	0	0	0	0	\$ -	0	0	0	\$ -	\$ -	
Steppin into Spring	2	\$ 250.00	\$ -	5	\$ 250.00	2	4	\$ 144.00	1	2	0	6	\$ 15.41	0	0	0	\$ -	\$ 409.41	
Art After Dark	1	\$ -	\$ -	0	\$ -	0	0	\$ -	0	0	0	0	\$ -	0	0	0	\$ -	\$ -	
Meet Me At The Arch Concert	2	\$ 150.00	\$ -	3	\$ 150.00	3	4	\$ 216.00	2	3	3	8	\$ 20.55	4	1	2	\$ 80.00	\$ 466.55	
Hot Summer Nights x3	1	\$ 600.00	\$ 750.00	5	\$ 1,350.00	2	6	\$ 216.00	1	2	0	18	\$ 46.24	0	0	0	\$ -	\$ 1,612.24	
Mountain Street Dance x3	1	\$ 750.00	\$ -	4	\$ 750.00	2	6	\$ 216.00	2	1	1	0	\$ -	0	0	0	\$ -	\$ 966.00	
Pride on Main Festival	5	\$ 600.00		6															
Pride on Main Parade	9	\$ 200.00	\$ 700.00	2	\$ 1,500.00	4	6	\$ 432.00	3	3	1	13	\$ 33.40	3	0	30	\$ 60.00	\$ 885.41	
Stars and Stripes Celebration	1	\$ 500.00	\$ 350.00	7	\$ 850.00	3	4	\$ 216.00	2	1	0	0	\$ -	1	1	1	\$ 20.00	\$ 1,086.00	
Church Street Craft Show	4	\$ 450.00	\$ -	9	\$ 450.00	4	5	\$ 360.00	4	3	2	6	\$ 15.41	4	2	8	\$ 80.00	\$ 905.41	
Apple Harvest Festival	4	\$ 250.00	\$ -	9	\$ 250.00	4	5	\$ 360.00	4	4	2	27	\$ 69.36	4	2	8	\$ 80.00	\$ 759.36	
Treats On The Street	4	\$ 250.00	\$ 150.00	5	\$ 400.00	4	6	\$ 432.00	3	2	2	12	\$ 30.83	0	0	0	\$ -	\$ 862.83	
Hazelween	2	\$ 150.00	\$ 420.00	3	\$ 570.00	4	5	\$ 360.00	1	2	0	15	\$ 38.54	0	0	0	\$ -	\$ 968.54	
Christmas Tree Lighting	2	\$ 300.00	\$ -	6	\$ 300.00	2	4	\$ 144.00	2	1	0	4	\$ 10.28	2			4	\$ 40.00	
A Smokey Mountain Christmas						3		\$ 216.00	3	2	12	\$ 30.83							
Waynesville Christmas Parade	28	\$ 1,250.00	\$ 1,750.00	5	\$ 3,000.00	10	7	\$ 1,260.00	4	7	2	37	\$ 95.05	4	2	5	\$ 80.00	\$ 4,435.05	
Hazelwood Christmas Parade	10	\$ 300.00	\$ 840.00	3	\$ 1,140.00	8	7	\$ 1,008.00	1	6	0	24	\$ 61.66	4	2	5	\$ 80.00	\$ 2,289.66	
Main St Mile	28	\$ 350.00	\$ -	3	\$ 350.00	1	4	\$ 72.00	0	1	0	4	\$ 10.28	2	1	3	\$ 40.00	\$ 472.28	
Miseltoe Makers Market	2	\$ 250.00	\$ -	5	\$ 250.00	4	6	\$ 432.00	3	4	3	18	\$ 46.24	0	0	0	\$ -	\$ 728.24	
Axe & Awel Birthday Bash	2	\$ 250.00	\$ -	5	\$ 250.00	2	4	\$ 144.00	1	1	1	6	\$ 15.41	0	0	0	\$ -	\$ 409.41	
Power of pink 5k	3	\$ 300.00	\$ 250.00	6	\$ 550.00	2	4	\$ 144.00	2	1	0	4	\$ 10.28	2	1	6	\$ 40.00	\$ 744.28	
Gateway to the Smokies 4 Miler	28	\$ 1,250.00	\$ 300.00	5	\$ 1,550.00	2	7	\$ 252.00	2	1	0	4	\$ 10.28	4	2	5	\$ 80.00		
Gateway to Smokies Half Marathon	28					2	4	\$ 144.00	1	2	0	14	\$ 35.97						
Folkmoot International Day	2	\$ 350.00	\$ -	8	\$ 350.00	4	4	\$ 288.00	3	2	2	12	\$ 30.83	4	2	8	\$ 80.00	\$ 748.83	
Farm Fresh 5k	3	\$ 200.00	\$ -	4	\$ 200.00	1	4	\$ 72.00	0	1	0	6	\$ 15.41	4	2	5	\$ 80.00	\$ 367.41	
Soar Eagle 5k	3	\$ 200.00	\$ -	4	\$ 200.00	2	4	\$ 144.00	0	1	0	13	\$ 33.40	4	2	5	\$ 80.00	\$ 457.40	
Sarge's Dog Walk	2	\$ 100.00	\$ -	1	\$ 100.00	2	4	\$ 144.00	0	1	1	4	\$ 10.28	1	1	1	\$ 20.00	\$ 274.28	
Home Football Game Staffing														Annual Event Costs					\$ 24,171.60

S.R.O. Staff P.D. Officer Staff PD Brass Staff Total P.D. Labor ***

Tuscola -vs- Pisgah Footbal Game (Home) 4 10 1 \$ 1,500.00

Other Home Football Games 4 2 0 \$ 250.00

*** These figures do not include the cost of S.R.O. Staff Labor

* Filled barricades contain 100 gallons of water

** Fee for watered metered from a hydrant = \$0.02569/gallon



Waynesville Police Department
Civilian Volunteers
2024 Annual Activity Report

This report reflects activities of the Civilian Volunteers for the calendar year 2024.

Event Category	Events	Total Hours
WPD events	34	915.75
NC Chiefs' Conference	3	159.75
Non-WPD events (Salvation Army, Maggie Valley fireworks, Canton Labor Day concerts)	4	103.75
Total	41	1179.25

A detailed listing of events worked, hours and numbers of volunteers is on the following pages.

During the year, the Civilian Volunteers also:

- Conducted the Civilian Police Academy with 8 graduates. Of this group, 6 are on our volunteer list, and 4 are frequent volunteers.
- Conducted short training sessions in radio protocol and traffic control.
- Continued to refine working relationships with officers on duty at events and with Public Works.
- Focused on paring newer volunteers with more experienced people for development.
- Provided immediate after-action reports with comments and recommendations.

For 2025, our objectives will include:

- Civilian Police Academy in the spring
- Increased emphasis on recruiting and public information; maybe consider a uniformed volunteer attending Coffee with a Cop early in year.
- Additional more formal training in radio protocol, traffic control, etc.
- Revisit CPR, other training as needed.
- Continued refinement of templates for typical events (e.g. festivals, parades, races)
- Consider options for limited recruiting throughout the year.

2024 WPD Civilian Volunteers Event Hours Report

Date	Event	Non-WPD Event	Total Hours for Event	Number of Volunteers	Quarterly Total WPD Events	Quarterly Total Non-WPD Events	Quarterly Total All Events
1/15/2024	Chiefs' Conference	*	84.00	10			
1/16/2024	Chiefs' Conference	*	55.25	5			
1/17/2024	Chiefs' Conference	*	20.50	5			
4/6/2024	Half Marathon		44.50	12			
4/20/2024	Appalachian Heritage Fest		72.50	13			
	1st Quarter Total				117.00	159.75	276.75
5/2/2024	Special Olympics		9.00	3			
5/3/2024	Special Olympics		39.25	7			
5/11/2024	Whole Bloomin' Thing		27.50	5			
5/23/2024	CPA Graduation		14.50	9			
5/25/2024	Hazelwood Cruise-In		16.00	4			
6/5/2024	Food Giveaway FUMC		24.00	8			
6/8/2024	Skateboard Competition		20.00	4			
6/14/2024	Street Dance		13.50	6			
6/22/2024	Farm Fresh 5K		12.25	12			
6/22/2024	Hazelwood Cruise-In		20.00	5			
6/29/2024	Pride Parade		14.25	8			
	2nd Quarter Total				210.25		210.25
7/4/2024	Children's Parade		22.75	10			
7/4/2024	Maggie Valley Fireworks	*	40.75	6			
7/12/2024	Street Dance		7.50	3			
7/20/2024	Folkmoot		51.50	10			
7/20/2024	Hazelwood Cruise-in		15.50	4			
8/4/2024	Cook for Salvation Army	*	14.50	4			
8/9/2024	Street Dance		12.00	4			

Date	Event	Non-WPD Event	Total Hours for Event	Number of Volunteers	Quarterly Total WPD Events	Quarterly Total Non-WPD Events	Quarterly Total All Events
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8/10/2024	Blue Ridge Heritage Wkd - Shelton House		8.00	2			
8/17/2024	Main St. Mile		23.75	9			
9/1/2024	Canton Labor Day Sunday	*	24.00	5			
9/2/2024	Canton Labor Day Monday	*	24.50	5			
9/7/2024	Sarge's Dog Walk		8.25	6			
9/14/2024	First Responders Festival		15.25	5			
9/21/2024	Power of Pink run		24.00	12			

	3rd Quarter Total				188.50	103.75	292.25
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10/19/2024	Apple Festival		84.75	19			
10/26/2024	Hazelween		25.75	7			
10/29/2024	Pack candy for Treats on Street		11.00	8			
10/31/2024	Treats on Street		40.25	9			
11/2/2024	Red Surge Convoy		15.75	8			
11/9/2024	Motorcycle Rally		13.50	6			
11/12/2024	Turkey Giveaway		23.25	8			
11/23/2024	Mistletoe Market		57.75	11			
12/1/2024	Hazelwood Christmas Parade		25.50	10			
12/2/2024	Waynesville Christmas Parade		52.00	13			
12/14/2024	Smoky Mtn Christmas		50.50	9			

	4th Quarter Total				400.00		400.00
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41	Annual Totals	7	1179.25		915.75	263.50	1179.25
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