


Join Our Team



THIN ORANGE LINE

PUBLIC WORKS
BACKBONE OF
THE COMMUNITY

Town of Waynesville, NC

Public Works

Public Works Superintendent
\$58,573.66 - \$93,854.85 DOE



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.

Public Works Superintendent

Department: Public Works

Reports To: Deputy Director of Public Works - Operations

Pay Grade: 71: \$58,573.66 – 93,854.85

FLSA Status: Exempt

The Town of Waynesville is seeking an **energetic, motivated, experienced, proactive, and assertive leader** to serve as its **Superintendent of Public Works**. This critical leadership role will serve as the bridge between Public Works administration and operations—supporting strategic goals, operational excellence, and continuous improvement in service delivery.

The position provides oversight of daily operations across all Public Works divisions, including:

- **Streets and sidewalks**
- **Stormwater management**
- **Solid waste and recycling**
- **Special events logistics**
- **Traffic signs, signals, and striping**
- **Water distribution and wastewater collection**
- **Fleet maintenance**
- **Public facilities and grounds**

KEY RESPONSIBILITIES:

Leadership & Organizational Management

- Directly supervise and evaluate crew leaders and division supervisors.
- Promote a high-performance culture through effective leadership, coaching, and accountability.
- Lead department-wide initiatives focused on continuous improvement and systems management.
- Act as liaison between administrative leadership and operational staff.

Project & Workflow Oversight

- Oversee operational planning, scheduling, and execution of all Public Works functions.
- Lead or support implementation of capital and maintenance projects, ensuring timelines and budgets are met.
- Establish work standards, priorities, and measurable outcomes for operational success.

Team Collaboration & Communication

- Collaborate across all levels of the department to promote teamwork, mutual respect, and shared ownership of outcomes.
- Coordinate division leave schedules and contribute to master department calendar planning.
- Represent the department in community meetings, interdepartmental task forces, and special events.

Data & Process Management

- Develop and maintain databases for asset tracking, project performance, and compliance reporting.
- Use GIS, GPS, CMMS, and project management tools to optimize planning and resource allocation.
- Write operational reports, project updates, and technical documentation.

Safety, Compliance & Fiscal Management

- Lead division-level safety programs and ensure regulatory compliance (OSHA, DEQ, DOT, etc.).
- Support budget development and actively monitor division expenditures for accuracy and efficiency.
- Champion a culture of safety, accountability, and service excellence.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED (required)
- Technical or trade school education (preferred)
- Minimum **5 years of experience in public works or related field**
- Minimum **2 years of supervisory or crew leadership experience**
- Equivalent combinations of education, experience, and training will be considered

Certification Requirements:

- **Total Quality Management (TQM)** certification through ASQ (within 1 year of hire)
- **Certificate of Public Works Management** from the University of Georgia Carl Vinson Institute (UGA PWI)
- Completion of **traditional project management coursework** within 18 months of hire

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proven ability to **collaborate with multiple levels of departmental staff** across field, supervisory, and executive roles
- Strong background in **scheduling, prioritizing, and managing resources**
- Ability to lead large teams and manage multi-division work programs
- Experience using **Microsoft Office, GIS, GPS, asset management tools, and project management software**
- Ability to read and interpret **blueprints, plans, maps**, and technical specifications
- Strong written and verbal communication skills, with the ability to draft clear and concise technical reports

WORK ENVIRONMENT:

- Split between office and field settings, with frequent exposure to outdoor conditions and physical site visits
- Availability required for emergency response, after-hours incidents, and public events

SPECIAL REQUIREMENTS:

- Possession of a valid North Carolina Driver's License
- Ability to obtain required certifications within stated timeframes

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.

Interested applicants may submit an application to:

Town of Waynesville

Attn: Human Resources Department

16 S. Main Street

Waynesville, NC 28786

bangel@waynesvillenc.gov