



**Date:** 08/31/2021

**Position:** Assistant Public Services Director/Town Engineer

**Department:** Public Services

**Salary:** \$DOQ w/5% increase after successful 6mth. Probation, exempt position

**Hours:** 7:00am-4pm with occasional board meeting nights

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The purpose of the class is to perform difficult professional, technical, and administrative work in planning, organizing and directing a variety of public works and public utilities activities, including engineering services, electric distribution, water distribution and sewer line construction and maintenance, water and wastewater treatment, street maintenance and repair, solid waste management, cemetery maintenance and equipment services; garage and to perform related work as required. This class researches and formulates long-range goals for the organization, develops policy and position papers, and negotiates with chief administrative officers and/or elected officials.

#### **ESSENTIAL TASKS**

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Plans, organizes, and directs all programs and operations of the Public Services Department, including engineering services, electric distribution, water distribution and sewer line construction and maintenance, water and wastewater treatment, street maintenance and repair, solid waste management, and equipment services.

Ensures departmental compliance with applicable federal, state, and local laws and regulations, Town policies and procedures, and standards of quality and safety.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Provides for adequate staff training and development opportunities.

Provides guidance and expertise to the Public Services Director in areas of responsibility.

Develops and implements all department policies and procedures; develops and recommends ordinances related to Town public services and utilities functions.

Analyzes department schedules and workloads; makes adjustments as necessary to ensure optimum productivity and efficiency.

Evaluates the Town's public services / utilities needs and formulates short- and long-range plans to meet those needs in accordance with applicable laws and regulations.

Assists with meetings with Town residents and citizen groups to discuss and resolve problems related to department operations and projects.

Performs professional engineering work as necessary in the design, development, and implementation of public works / utilities projects.

Coordinates the design and construction of Town infrastructure.

Provides plan review of subdivisions and construction plans for compliance with applicable codes, regulations, standards, laws and regulations, coordinates plan review with other departments as appropriate.

Plans, organizes, and monitors a variety of contracted work.

Makes field inspections of projects to review progress and ensure timely completion.

Prepares a variety of studies, reports and related information for decision-making purposes and as required by the Town and regulatory agencies.

Coordinates department activities and functions with those of other Town divisions, departments, and outside agencies as appropriate.

Attends and participates in Town Board meetings as needed.

Performs duties of Public Services Director as necessary in the Director's absence.

Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility.

Performs general administrative / clerical work as required, including but not limited to preparing reports and correspondence, copying, and filing documents, entering and retrieving computer data, attending and conducting meetings, etc.

Attends meetings, workshops, conferences, etc., as appropriate to maintain knowledge of current legislation, trends, and technology in assigned areas of responsibility.

**DATA INVOLVEMENT:**

Requires developing new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.

**PEOPLE INVOLVEMENT:**

Requires negotiating, exchanging ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.

**INVOLVEMENT WITH THINGS:**

Requires establishing long-range plans and programs, identifying funding resources, allocating funds for and implementing long-range capital improvements, major construction projects, major equipment, rolling stock, and new technology systems which support goals and objectives of the organization.

**REASONING REQUIREMENTS:**

Requires performing work involving the application of principles of logical thinking to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.

**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 professional literature and technical manuals; speaking to groups of employees, other public and private groups; writing manuals and complex reports.

**MENTAL REQUIREMENTS:**

Requires using advanced professional-level work methods and practices in the analysis, coordination, or interpretation of work of a professional, engineering, fiscal, legal, managerial, or scientific nature and the ability for formulate important recommendations or make technical decisions that have an organization-wide impact. Requires sustained, intense concentration for accurate results and continuous exposure to sustained, unusual pressure.

**VOCATIONAL/EDUCATIONAL PREPARATION:**

Requires an Associate's degree or education and training equivalent to four years of college education in civil or environmental engineering or a related field.

**SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess a valid North Carolina driver's license.

**EXPERIENCE REQUIREMENTS:**

Requires over six years and up to and including ten years of experience in municipal engineering, public works, and environmental resources management.

**AMERICANS WITH DISABILITIES ACT REQUIREMENTS****PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires light work that involves walking or standing some of the time and involves exerting up to 20 pounds of force on a recurring basis, or skill, adeptness, and speed in the use of fingers, hands, or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy. Must be able to perform basic life functions of climbing, stooping, kneeling, reaching, standing, walking, fingering, grasping.

**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, animals/wildlife, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, explosives.

**SENSORY REQUIREMENTS:**

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

**JUDGMENTS AND DECISIONS:**

Decision-making is primary to the job, affecting the organization, related organizations, and major segments of the general population; works in an evolving environment with emerging knowledge and technologies, competing priorities, and changing politics. Responsible for long-range goals, planning, and methodologies.

**ADA COMPLIANCE**

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

**Interested applicants may submit an application to:**

**Town of Waynesville,**

**Brittany Angel, HR Coordinator**

**Human Resources Department**

**16 S. Main Street**

**Waynesville, NC 28786**

**Or via email to [bangel@waynesvillenc.gov](mailto:bangel@waynesvillenc.gov)**

**Applications will be accepted until filled**