

## **Public Works Director**

### **Position Summary**

The Public Works Director serves as the chief administrative and operational head of the Public Works Department. This position is responsible for planning, directing, managing, and evaluating all public works functions to ensure the efficient delivery of services that support public safety, infrastructure integrity, environmental stewardship, and the overall quality of life for Town residents.

The Public Works Director exercises independent judgment and initiative in managing personnel, budgets, equipment, and programs while ensuring compliance with applicable federal, state, and local regulations. The position serves as a principal advisor to the Town Manager on matters related to public infrastructure, maintenance operations, and long-range planning.

### **Essential Functions**

The following duties are representative of the responsibilities of the position. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to the position.

### **Department Administration**

- Directs, plans, organizes, and evaluates all Public Works Department operations and services
- Develops departmental goals, policies, procedures, and work plans consistent with Town objectives
- Establishes priorities and performance standards to ensure effective service delivery
- Advises the Town Manager on operational needs, infrastructure conditions, and improvement strategies

### **Operations and Service Delivery**

- Oversees street maintenance, sidewalk repairs, drainage systems, and related infrastructure
- Manages solid waste and trash collection services
- Directs grounds maintenance, right-of-way mowing, and Town property upkeep
- Oversees storm preparedness, emergency response, and post-event recovery efforts

- Coordinates debris removal, roadway clearing, and emergency operations during disasters

### **Fleet and Equipment Management**

- Oversees maintenance and operation of the Town's entire vehicle and equipment fleet, including Public Works, Police, Fire, Utilities, and administrative vehicles
- Develops replacement schedules and preventative maintenance programs
- Ensures safe operation and compliance with applicable standards and regulations

### **Personnel Management**

- Supervises and evaluates Public Works staff through subordinate supervisors
- Recommends and participates in hiring, promotions, disciplinary actions, and terminations
- Manages staff scheduling, training, and performance development
- Promotes a culture of safety, accountability, professionalism, and teamwork

### **Budget and Financial Management**

- Develops and administers the Public Works operating and capital budgets
- Monitors expenditures and ensures fiscal responsibility and accountability
- Manages procurement, contracts, and service agreements
- Assists with capital improvement planning and long-range infrastructure investments

### **Regulatory Compliance and Safety**

- Ensures compliance with all applicable federal, state, and local laws and regulations
- Oversees safety programs, work-zone traffic control, and risk-management initiatives
- Conducts inspections and implements corrective actions as needed

### **Community and Interdepartmental Relations**

- Serves as the primary point of contact for escalated citizen concerns related to Public Works services
- Coordinates with other Town departments to support cross-functional operations
- Communicates effectively with residents, contractors, regulatory agencies, and elected officials

### **Qualifications and Requirements Education and Experience**

- Seven (7) to ten (10) years of management experience in a municipal environment, with supervisory experience preferred

- Bachelor's degree preferred; equivalent combinations of education, experience, and certifications may be considered

### **Licenses and Certifications**

- **Valid North Carolina Commercial Driver's License (CDL) required**
- **Preferred:** North Carolina Public Pesticide Applicator License

### **Knowledge, Skills, and Abilities**

- Thorough knowledge of public works operations, construction methods, facility maintenance, and regulatory requirements
- Ability to plan, organize, and direct staff while effectively delegating authority and responsibility
- Strong leadership, communication, problem-solving, and decision-making abilities
- Ability to interpret technical documents including maps, manuals, blueprints, and schematics
- Proficiency in operating public works equipment including trucks, trenchers, backhoes, mowers, sewer jet cleaners, and related machinery
- 

### **Physical Demands and Work Environment**

- Work involves a combination of office activities and fieldwork
- Requires the ability to inspect job sites, operate equipment, and respond to emergencies
- May be required to work extended hours, weekends, or holidays during emergencies or special projects
- Must be able to lift moderate weight and perform duties in varying weather conditions

### **Benefits**

- Membership in the North Carolina Local Government Employees' Retirement System (LGERS)
- Medical, dental, vision, and life insurance coverage
- Vacation leave, sick leave, and paid holidays
- Supplemental retirement and professional development opportunities

### **About the Town of Mount Olive**

The Town of Mount Olive is an Equal Opportunity Employer committed to fostering a diverse and inclusive workforce. The Town values diversity and inclusion as essential elements of

organizational success and strives to create a respectful and supportive workplace for all employees.

**Disclaimer**

This job description is intended to describe the general nature and level of work performed by an employee in this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. The Town of Mount Olive reserves the right to modify, supplement, or assign additional duties as necessary.

Pay: \$60,000.00 - \$70,000.00 per year

**Benefits:**

- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

**Experience:**

- Municipal Management: 7 years (Required)

Work Location: In person