



Salary

Information:

Full salary range is
\$50,094 - \$77,030

Pay class: 16

Starting salary will
commensurate with
the candidate's
background,
experience, skills and
education.

Benefits:

We offer a full range
of employee benefits
including health,
dental, vision, and life
insurance, 401-K
retirement, longevity
rewards, and paid
holiday, vacation, and
sick leave.

To Apply:

If interested, submit by
email a cover letter,
resume, and two
references (email &
phone number) to
payroll@north-
wilkesboro.com.

You can learn more
about our public works
and utilities team [here](#).

North Wilkesboro

About Us

Nestled in the foothills of the Blue Ridge Mountains along the banks of the Yadkin River, the Town of North Wilkesboro is a close-knit community home to bluegrass, MerleFest, rich scenery, vibrant local history and traditions, and an emerging outdoor economy. As our population and economy grow, we face exciting opportunities but also complex challenges to success and have a need for a passionate individual to help lead and be a part of change in our community during this transformative time.

Public Utilities Director

The Town of North Wilkesboro is seeking a motivated, knowledgeable, and capable individual with strong leadership skills to join our team. This position will perform complex work managing the provision of our public utility services (water treatment, wastewater treatment, and pipe maintenance). The individual will oversee the public utilities department, work closely with team members, and report directly to the Town Manager. Responsibilities include administrative and technical duties, with special emphasis on capital improvement projects to improve the Town's water/sewer system. This management level position is an exciting opportunity for an experienced individual to lead new projects.

Duties & Responsibilities

- Direct work of employees engaged in plan operations, process control, laboratory analysis, distribution and collection system operations and maintenance, pumping stations, and preventative maintenance and repair
- Advise management and elected officials
- Direct long-range planning and development of public utilities programs and projects for increased efficiency and economic development
- Ensure regulatory and reporting compliance, plan and supervise contracted projects
- Establish, maintain, and analyze various reports, direct acquisition and usage of computer systems, and evaluate and recommend utility fees
- Plan, organize, direct, and participate in the maintenance and repair of water and sewer pumping stations, elevated storage tanks, and related facilities
- Responsible for various department and division budgets, financial models, and long-range financial plans within public utilities; submit budget requests and control allocated resources; participate in capital budgeting for utility infrastructure projects



Requirements:

Walking, stooping, kneeling, crouching, lifting up to 20 lbs, public speaking

Visual acuity, reading comprehension, hearing, and clear articulation

The Public Utilities Director will be on managerial duty during storms and winter weather and on-call at all times

The Town of North Wilkesboro is an equal opportunity employer.

Qualifications

- Thorough knowledge of the principals, practices, and laws and regulated related to water and wastewater treatment, distribution, and collection
- Working knowledge of engineering principles and their application to utilities construction and maintenance.
- Some knowledge of mechanical, electrical, and electronic trades as applied to wastewater treatment facilities and equipment maintenance and repair.
- Effective management and leadership skills
- Analytical, decision making, critical thinking, and creative problem-solving skills.
- Excellent verbal, written, and Interpersonal and communication skills with ability to establish and maintain effective working relationships with Town officials, industry officials, regulatory officials, contractors, other employees, and the general public.
- Thorough technical skills with knowledge of various software platforms and standard office equipment and computer software.
- Ability to prepare, present, and interpret complex records and reports.
- Ability to attend work regularly and work in a fast-paced environment.
- Thorough knowledge of the Town's budget, purchasing, and personnel policies and practices and considerable knowledge of the Town's customer service policies and procedures.

Education and Experience

- Bachelor's degree from an accredited college or university with coursework in a related field such as environmental sciences, civil engineering, chemistry, or an equivalent combination of education and experience
- Possession of a valid North Carolina driver's license and good driving record
- May require certification for wastewater treatment, water treatment, or distribution of collections systems operations by the state of North Carolina or the ability to obtain within two years
- Experience in water/wastewater administration and capital project oversight is a plus

