



Town Manager's Office
114. N Raiford Street
Selma, North Carolina 27576

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Public Services Director Job Announcement

Tired of the same ole, same ole? Want an opportunity to take on a leadership role within one of the best regions in the Nation? Well, look no further than the Town of Selma, N.C. We are looking for someone to join our TEAM as the Town's next Public Services Director!

The Public Services Director will lead a department of 17 employees and manage budgets (Water/Sewer and Public Works) totaling over 3 Million Dollars!

The expected hiring range for this position is \$55K – \$62K. Additionally, this exempt, position comes with a robust benefits package as well as a vehicle for use when conducting Town related business. The Town's (Employer paid) benefits package includes, but is not limited to, the following:

- Comprehensive health insurance
- Dental insurance
- Short-term disability insurance
- Membership in the North Carolina Local Government Employees' Retirement System
- 401(k) Plan (pre-tax)
- Vacation and Sick leave
- 12 paid holidays PLUS one paid day of Birthday leave! Yes, that's right, you'll get one day off during the month of your birthday after your first year of employment!

Bringing it all together, join our TEAM and you get a competitive starting salary (with the potential of annual merit increases), Town Vehicle (plus a gas card), Employer paid benefits, vacation leave, birthday leave and most importantly an opportunity to make a positive impact in one of the fastest growing regions in the entire Nation!

Don't let this great opportunity pass you by!!!

For more about the position and specific requirements, please visit our website at www.selma-nc.com/employment-opportunities. Employment Application link is <http://www.selma-nc.com/Data/Sites/1/media/pdf-forms/human-resources/employment-application-for-tos---posted-january-2018.pdf>

Attention Applicants: PLEASE NOTE: Only completed and signed Town of Selma Applications for Employment are accepted and should be submitted electronically to SSult@selma-nc.com. Other forms of submission are via hand delivery or U.S. Mail to the attention of Susan Sult, Human Resources Coordinator, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. This position is open until filled. The first review of applications will be **June 14, 2018**.

Applicants may submit a resume; however, resumes are not accepted in lieu of a completed employment application. All applicants will be contacted regarding the status of submitted applications. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

The Town of Selma is an E-Verify employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). I understand, that if hired, my employment eligibility will be verified through E-Verify.

PUBLIC SERVICES DIRECTOR

General Statement of Duties

Performs difficult professional, technical, and administrative work. Planning, organizing, and directing a variety of public services activities including: cemetery maintenance, street maintenance and repair, landscape maintenance, building maintenance, storm water management and drainage, solid waste management, fleet maintenance, sewer pump stations, wells, water treatment, water and sewer lines.

Distinguishing Features of the Class

An employee in this class plans, organizes and directs the work of employees engaged in a wide variety of municipal operations and services. The employee provides technical advice and assistance to the Town Manager and the Town Council in the improvement of public works and public utilities, and insures that modern, safe, effective and efficient practices are utilized by municipal work crews. Work includes participation in planning for infrastructure needs; contract management; handling citizen issues; operating and capital budget development and implementation; and personnel administration of the department. The employee represents the Town to a wide variety of citizens and officials. Work is performed independently and in coordination with the Town Manager and other Town officials. Work also includes assisting the Town Manager with utility capital improvement projects coordination such as line replacement programs; long range planning for facilities and system capacity and technical compliance needs; establishing and maintaining records and reports necessary for full compliance with all regulations and for effective management decision-making, and insuring effective productivity of assigned personnel. Work may be subject to the final OSHA standards on blood borne pathogens. The employee may occasionally enter confined spaces and come in contact with other hazards; subject to working inside and outside in extreme weather and environments, and in heavy traffic in the streets. Work is performed under the general direction of the Town Manager and is reviewed through periodic conferences, reports, and feedback from the community.

Duties and Responsibilities

Essential Duties and Tasks:

- Manages and plans the activities of all public services department staff; ensures coordination of activities with other staff; insures proper maintenance of Town structures, facilities, and equipment.
- Reports to and advises the Town Manager and officials on public services projects and activities.
- Researches and recommends operational changes to the Town Manager.
- Performs or oversees selection, promotion, training, counseling, and disciplining of department personnel in consultation with the Town Manager and subordinate supervisors.
- Holds staff meetings to keep staff informed, goal-oriented, customer-focused, and to solve problems and address issues that broadly affect the department and staff.
- Plans and implements safety programs including training, procedures, and equipment as necessary.
- Makes field inspections of public services projects to review progress and ensure completion; performs subdivision review.
- Engages in considerable personal contact with citizens concerning service requests and complaints; investigates and decides or recommends actions; coordinates projects with other departments.

- Attends Town Council meetings to represent the department.
- Manages solid waste contract and responds to associated requests and complaints.
- Participates with management and elected officials in planning for infrastructure development, expansion, regulatory compliance, current and future capacity needs and system modifications for increased efficiency.
- Supervises changes in regulations regarding storm water, safety, and other related issues.
- Plans, organizes, and monitors a variety of contracted work; coordinates with engineers and contractors; supervises and participates in construction inspections, and the acceptance of new infrastructure by the Town.
- Plans, organizes, and supervises the work of employees engaged in well operation, distribution and collection system operations and maintenance, water and wastewater pumping stations, and preventive maintenance and repair.
- Evaluates utility customer service policies and procedures; recommends improvements.
- Ensures utility maps are updated and as-builts are maintained.
- Establishes, maintains, and analyzes a variety of reports as required and as needed for effective management/decision-making including tracking daily water usage, sewer flow, run time for wells, sewer lift station run times, and related data.
- Plans, organizes, and supervises the maintenance and repair of water and sewer pumping stations, elevated storage tanks, and related facilities; supervises the installation of water taps and meters; establishes preventive maintenance programs such as hydrant and valve exercising programs.
- Participates in development review; approves all plans and specifications regarding utility systems.

Additional Job Duties:

- Attends Town Council meetings as needed and/or required.
- Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Working knowledge of the principles and practices of public services administration, planning, and construction.
- Thorough knowledge of related Town policies, state and federal laws and regulations.
- Thorough knowledge of the equipment and materials used in the construction, maintenance and repair of drainage systems, buildings and grounds, streets, and sidewalks.
- Thorough knowledge of landfill rules, regulations, and operation.
- Considerable knowledge of hazards and related safety precautions and OSHA guidelines.
- Considerable knowledge of governmental budgeting, personnel, and purchasing practices and the Town's related policies and procedures.
- Working knowledge of related engineering principles, practices and their application to utilities construction and maintenance.
- General knowledge of the principles and practices, laws and regulations relating to supervised functions.
- Knowledge of the application of information technology to departmental functions and recordkeeping.
- Skill in collaborative conflict resolution and customer service.
- Knowledge and skill in leadership, planning, performance coaching and evaluation, communications, motivation, and delegation.
- Ability to maintain effective working relationships with Town officials, other public officials,

- employees, contractors, regulatory officials, and the general public.
- Working knowledge of the principles and practices of wells, water and wastewater distribution and collection transmission lines, pumping stations, and other utility systems appurtenances.
- Thorough knowledge of the local, state, and federal laws and regulations relating to water and wastewater treatment, distribution, and collection.
- Considerable knowledge of effective management practices including staffing, motivation, communications, delegation, discipline, performance review, and other practices.
- Working knowledge of mechanical, electrical, and electronic trades as applied to wastewater treatment facilities and equipment maintenance and repair.
- Ability to analyze information and make effective decisions.
- Ability to prepare, present and interpret complex records and reports.
- Ability to communicate effectively in oral and written form.

Physical Requirements:

- Must be able to perform the physical life functions of climbing, stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently and/or constantly.
- Must possess visual acuity to produce and review written reports and records including mathematical calculations, analyze data, and to read maps, schematic drawings and plans.

Desirable Education and Experience:

- Graduation from an accredited college with a degree in civil or environmental engineering technology, building trades or related field.
- A minimum of 3 years' experience in procurement and administering CDBG.
- Five (5) or more years' management and supervisory experience in public works or public utilities and/or training; or equivalent combination of education and experience.

Special Requirement:

- Possession of a valid North Carolina Driver's License.