



Title: Public Works Director

Employment Status: Exempt

Reports to: Town Administrator

General Statement of Duties:

This position is responsible for overseeing the design, installation, operation, maintenance and repair of the town's electric, water, wastewater, and sanitation departments.

Primary Responsibilities:

The Public Works Director is responsible for coordinating and directing all activities of the public works program for the Town. Work involves the improvements, water and sewer systems, operation of the water and wastewater treatment plants and the electrical distribution system. Works includes the responsibility for planning and implementation of public works projects. The employee must exercise independent judgment and initiative. General supervision is received from the Town Administrator and will report to the Board of Aldermen and Alderwomen at Board meetings. Work is evaluated through periodic conferences and observation, and by public acceptance of the public works program.

Plans, reviews, and approves major construction projects for the department.

Cultivates and maintains healthy customer relations;

Monitors, maintains, and proposes changes to the town's utility systems;

Oversees the organization and staffing needs of the department.

Oversees the preparation and administration of the department operating budget and the Capital Improvement Plan.

Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Knowledge of standard practices, procedures, and methods used in street maintenance, water distribution, wastewater collection, and electrical distribution operations.

Considerable knowledge of the occupational hazards and proper safety precautions involved in public works projects.

Supervises community work crews.

Ability to direct and supervise departmental planning effectively.

Hands-On work may be required when necessary.

Computer Literacy with Microsoft Office Programs

Physical Requirements:

The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light objects, climbs ladders, and must be able to distinguish between shades of color.

Desired Experience and Education:

Knowledge of the engineering and operational fundamentals for electric, water and sewer collection/distribution systems.

Knowledge of local, state, and federal laws and regulations pertaining to utilities.

Knowledge of local government budgeting, financial management and purchasing practices.

Knowledge of utility rate design and application.

Skill in management and supervision.

Graduation from high school with some formal education beyond high school, or an equivalent combination of experience and training.

Salary will be commensurate with education, certifications, and experience.

The Town of Fremont offers an exceptional benefits package.

Please submit your resume' to:

Joyce M. Artis, Town Clerk

Town of Fremont / PO Box 4 / Fremont, NC 27830

Applications/Resumes' could also be sent via email to Joyce Artis at jartis@fremontnc.gov

Application can be found on the Town of Fremont's website at Fremontnc.gov under the "Contact Us" Tab.