

PUBLIC WORKS DIRECTOR

FLSA Status: EXEMPT

General Statement of Duties

Performs difficult professional, technical and administrative work planning, organizing and directing a variety of public works activities including: water, wastewater treatment plant and wells; sanitation; construction, maintenance and operations; street and sidewalk maintenance and repair; equipment services and engineering services.

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 to insure that projects are completed in a safe, effective and efficient manner by both municipal work crews and contract labor. The employee provides technical advice and assistance in working with the Mayor and Town Council. Work also includes: contract management, handling citizen issues and budget and personnel administration of the department. The employee is also the Wastewater Treatment Plant Superintendent. The employee represents the Town to a wide variety of citizens. Work is performed independently and in coordination with the Mayor and Town Council. The employee is subject to working in inside and outside environments. The employee is also subject to various hazards such as working in close proximity to heavy equipment, loud noises, electrical current, oils and working in narrow or enclosed spaces. May be subject to final standards of the OSHA blood borne pathogens. Work is performed under the general direction of the Mayor and Commissioners assigned to the Public Works Department and is evaluated by review of reports, conferences, and acceptance of the community.

Illustrative Examples of Work

- Responsible for operations and maintenance of the wastewater treatment plant, water wells, distribution system, and sewer collection system.
- Plans, organizes, and supervises work on streets, sidewalks, sewer systems, drainage structures, and municipal structures.
- Evaluates the need for, and develops plans and schedules for, long-range public works programs; organizes available resources for the maintenance, improvement, and repair of public works facilities.
- Supervises and conducts field inspections of municipal construction and repair work.
- Compiles estimates, contract provisions and specifications.
- Confers with the Mayor and Town Council on proposed projects and improvements.
- Confers with subordinates on the construction, repair, and maintenance of public works facilities.
- Develops and administers operating and capital projects budgets.
- Prepares and presents regular and special oral and written reports.
- Recruits, trains, and evaluates job performance Public Works Department employees.
- Implements appropriate recognition and disciplinary actions. Develops performance improvement programs.

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- Develops training programs to meet Public Works department needs. Provides leadership to Department employees.
- Responds to inquiries from citizens and businesses on issues relating to street, storm water management, garbage and yard debris problems, or needed repairs.
- Responds to emergencies and ensures adequate and prompt corrective action is taken.
- Coordinates and manages activities related to adverse weather conditions. Serves as point of contact for the Public Works Department.
- Works outside normal work hours in emergency and on-call situations, as needed.
- Oversees and assists in maintaining a safe work environment and ensures Federal and state requirements are met. Develops and enforces safety standards.
- Performs related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of public works and utilities and engineering administration, planning and construction;
- Related public works, storm water and utilities, Town policies, state and Federal laws and regulations;
- Equipment and materials used in the construction, maintenance and repair of water and sewer lines and streets;
- Related engineering principles and practices;
- Governmental budgeting, personnel, and purchasing practices and related Town policies and procedures and public personnel laws and regulations;
- Principles and practices, laws and regulation relating to supervisory functions.

Ability to:

- Manage department staff utilizing effective leadership communications, motivation, staffing, conflict resolution and coaching;
- Prepare complex and detailed records and reports;
- Maintain effective working relationships with Mayor, Town Council, Finance Officer/Town Clerk, other public officials, employees, contractors and general public;
- Presents ideas effectively in oral and written form.

Working Conditions and Physical Demands of Work

This is medium work requiring the exertion of up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing

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written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, and noise.

Education and Experience

Graduation from an accredited college or university with a bachelor's degree in civil or environmental engineering, or related field, and considerable experience in a responsible management position in utilities or public management field; or an equivalent combination of education and experience.

Special Requirement

- Possession of a valid North Carolina driver's license.
- Requires background check prior to employment; and motor vehicle record check.
- Required licenses and certifications or the ability to obtain within a time frame designated in the offer letter.
 - Biological Waste Water Operator Grade 2
 - Wastewater Collection System Operator Certification Grade 1
 - Water Distribution System Operator Certification Grade B
 - Operator in Responsible Charge (ORC) Water Distribution System Cross Connection Operator Certification
 - C-Well Operator Certification

Emergency Response: This position is subject to call back during emergencies and during inclement weather conditions. This position will provide support as directed during approved adverse conditions.

Requires drug test, background check, and motor vehicle record check prior to employment.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.