



Town of Garland
Public Works Director

DEPARTMENT: Public Works

REPORTS TO: Town Board and Mayor

CLASSIFICATION: Full-Time

FSLA STATUS: Exempt

DESCRIPTION

The Town of Garland is currently accepting applications for the position of Public Works Director. This position will be responsible for the maintenance and operation of water and sewer treatment and disposal systems and equipment, along with streets, Powell bill, cemetery, facilities and grounds maintenance.

PRIMARY RESPONSIBILITIES:

- Responsible for maintaining an open, collaborative, team-oriented work environment with all Town employees, Board members and general public;
- Responsible for personal development of maintenance staff and themselves with an emphasis on the development of character, personal development, ability to obtain results, interpersonal skills, and ability to lead change;
- Act as the Operator in Responsible Charge for the water treatment, wastewater treatment collection and distribution system, perform the duties required to properly maintain and repair Town water and wastewater systems in accordance with Town policies and the rules of the State of North Carolina;
 - Preparation and submission of reports for compliance purposes that may include but not limited to: EDMRs (daily monitoring report), MORs (water usage reports), Wastewater Performance Reports, Annual Report, Consumer Confidence Report, etc.;
- Oversees and executes operations and maintenance activities associated with the supply and treatment of water, and wastewater treatment and disposal facilities, including main lines, valves, pumps, purification treatment units, sludge treatment and disposal, reservoirs, motor control centers, automatic control valves and SCADA systems;
- Executes preventive maintenance programs for various water and wastewater facilities; including pump efficiency tests, automatic control valves, motor control centers, gas engines, purification treatment units, sludge treatment and disposal, pump and chemical buildings and structures, fences and gates, lighting, landscaping, paving, testing and repair of production meters, etc.;
- Ensures completion of work assignments within specified deadlines, without delays;
- Ensure compliance with the State of North Carolina standards pertaining to the operation and maintenance of water and wastewater facilities under your responsibility;

- Ability to manage and execute various programs related to municipal service and utilities such as: Preventive Maintenance, Asset Management, Budgeting (capital and operational), and Emergency Response Program(s);
- Coordinate shut downs for job starts, including delivery of written notification to customers of water outages and work to be performed, and the proper follow up communication of same;
- Communicates, both orally and written, with local officials, leaders, managers, and team members, customers, and others;
- Responsible for operating a variety of heavy equipment (ex. Backhoe, Motor Grader, Mini Excavator)
- Responsible for executing work assignments in compliance with OHSA, DOL, and ensuring a safe and drug free work place;
- Provide on-call duty as necessary;
- Participate in activities of various professional organizations, and attend seminars and training courses when necessary to maintain technical competency;
- Act as liaison between Town and regulatory officials, clients and customers
- Performs miscellaneous job-related duties as assigned.

Experience Required:

- US Citizen. E-Verification required;
- High school diploma or equivalent;
- Five (5) years of progressively responsible experience leading assignments and teams in the areas of field operations programs and water systems maintenance.
 - Possession of a Grade B Distribution Water System Operator certification, CS-2 Collection System certification, WW-1 Biological Wastewater certification, C Well Operator, Cross Connection Backflow Control certification and pesticide application license. Applicant may also have partial certification under the agreement to obtain all requirements to operate the Town of Garland's systems.
- Excellent communication skills required including demonstrated fluency with reading, writing and speaking the English language;
- Must possess and maintain a valid North Carolina Driver's License;
- Must pass a pre-employment criminal background check; May include but not limited to standing, climbing, walking, lifting, bending, pulling and/or pushing, grasping, reaching, stooping and crouching, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time.

NOTE: Reasonable accommodations will be made to enable individuals with special needs to perform the essential functions. Salary range is negotiable. Benefit package includes medical/dental/vision/life insurance and NC Retirement. Resumes, personal and professional references should be mailed or delivered in person to Pamela Cashwell, Town of Garland, PO Box 207, Garland, NC 28441 or to twngarland@intrstar.net. Closing date for applications will be until position filled.