

TOWN ENGINEER

General Statement of Duties

Performs difficult professional, technical, and administrative work planning, organizing, and directing a variety of public works and public utilities activities including: engineering services; water distribution and sewer line construction and maintenance; water and wastewater treatment; street maintenance and repair; solid waste management; and storm water management.

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 Board in the long range planning, construction, improvement, and maintenance of water and environmental resources, streets and other infrastructure, and insures that modern, safe, effective and efficient practices are utilized by municipal work crews. Work also includes contract management, handling citizen issues, and budget and personnel administration of the department. The employee represents the town to a wide variety of citizens, developers, state and federal regulatory officials, etc. Work is performed independently and in coordination with the Town Manager and other town officials. Work is performed under the general direction of the Town Manager and is evaluated by review of reports, conference and acceptance of the community.

Duties and Responsibilities

Essential Duties and Tasks

Manages and plans the activities of all department staff over a wide area and multiple shifts; ensures coordination of activities with other departments and governmental jurisdictions and agencies.

Reports to and advises Town Manager and officials on public works and public utilities projects and activities.

Researches and recommends long range plans and strategies for meeting citizen service needs; researches and recommends operational changes to the Town Manager.

Performs plan review of subdivisions and construction plans in conjunction with the other departments.

Performs selection, promotion, training, counseling and performance management of department personnel in consultation with Town Manager; meets frequently with subordinate supervisors to solve more complex problems; sets priorities and deadlines, and provides guidance, mentoring and direction.

Coordinates design and construction of infrastructure; plans, organizes, and monitors a variety of contracted work; coordinates with engineers and contractors; makes field inspections of public works projects to review progress and ensure completion.

Engages in considerable personal contact with citizens concerning service request and complaints; investigates and decides or recommends actions; coordinates projects with other departments; attends Town Council meetings to represent the department.

Prepares and reviews departmental operating and capital budgets; monitors and approves expenditures.

Oversees and participates in changes in regulations regarding water, wastewater, storm water, safety and other related issues.

Additional Job Duties

Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of civil engineering design principles and engineering practices as applied to departmental functions.

Thorough knowledge of the principles and practices of public works and water and environmental resources administration, planning and construction.

Thorough knowledge of related Town policies, state and federal laws and regulations.

Knowledge of the equipment and materials used in the construction, maintenance and repair of water and sewer treatment, distribution and collection systems, and streets.

Thorough knowledge of modern governmental budgeting, personnel and purchasing practices.

Thorough knowledge of modern and effective supervisory principles and practices including motivations, communications, leadership, performance coaching and evaluation, and mentoring.

Knowledge of the principles and practices, laws and regulations relating to supervised functions.

Skill in collaborative conflict resolution, customer service excellence, and public speaking.

Ability to supervise subordinate supervisors including effective communications, motivations, staffing, and coaching.

Ability to interpret and prepare complex and detailed records and reports.

Ability to maintain effective working relationships with Town officials, other public officials, employees, contractors and the general public.

Ability to present ideas effectively in oral and written form.

Physical Requirements

Must be able to perform the physical life functions of reaching, fingering, pushing pulling, 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, operate a computer terminal, analyze data, and to read maps, schematic drawings and plans.

Desirable 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 the municipal engineering, public works, or water or environmental resources field; or an equivalent combination of education and experience.

Special Requirement

Registration as a Professional Engineer in North Carolina.

Possession of a valid North Carolina driver's license.