



TOWN OF MICRO JOB ANNOUNCEMENT

Title:

Public Works Director
Town of Micro
Micro, NC

Who We Seek:

The Mayor and Town Commissioners of the Town of Micro are seeking an individual for the Public Works Director position. This is a wonderful opportunity to serve the residents of the Town of Micro and grow in a position with a supportive Board and staff. This individual will lead the Town's efforts to provide water, sewer, streets to the community and maintain Town facilities.

Purpose:

The purpose of this role is to perform and manage the operations and coordinate planning for the Town's public utilities and public works.

This position is responsible for performing and managing various public works and utilities projects and services, including street, drainage, and sidewalk maintenance; street reconstruction; parks and right of way maintenance; small to medium construction and capital improvement projects; water and sewer repairs and emergency response coordination.

This position performs general skilled maintenance activities and functions and is responsible for maintenance-related tasks and other manual labor tasks in and around the Town of Micro. The Public Works Director utilizes equipment such as hand tools, power tools, mowers, tractors, and other machinery. The Public Works Director is exposed to and must be able to work in adverse environmental conditions such as dirt, rain, strong odors and/or smoke, loud noise, exposure to dust or pollen, heat/cold or extreme weather conditions. This employee performs additional duties as assigned and complies with all Town of Micro rules, regulations, and procedures.

Duties & Responsibilities:

General Public Works/Utilities Duties:

- Administration of the town's distribution, collections, and wastewater permits; research and recommend provisions of the town's sewer use ordinance. Maintain professional and technical knowledge and/or required certifications associated with departmental functions.
- Troubleshoot water and sewer problems.
- Perform cleanup and/or cleanup direction and reporting of sanitary sewer spills and water main breaks.
- Direct contractors and builders tapping onto the system; determine if houses are on the sanitary sewer.
- Use hand tools to dig ditches or holes. Trim trees, pick up brush, and load brush onto a truck. Cut grass using a push or riding mower or power trimmer. Drive or operate trucks, tractors, and other equipment. Occasionally operate other light equipment.
- Perform light maintenance and construction duties.
- Communicate effectively with Mayor and Board of Commissioners, co-workers, and residents to provide, exchange, or verify information, answer inquiries, address issues, resolve and/or report problems or complaints.
- Assist in the inspection of construction and completed projects.
- Clean, maintain, and safely store tools and equipment; perform minor repairs and adjustments to equipment, including changing oil and other routine maintenance of appropriate equipment.
- Respond to requests for information from citizens, realtors, developers, and other interested parties for issues relating to town projects. Respond to a variety of citizen complaints, resolve conflicts with developers, contractors, and the general public.
- Perform other duties as assigned.

Administrative Duties

- Manage routine administrative functions; facilitates high priority and time sensitive assignments; provides exemplary customer service; coordinate major projects and special events; assist with planning, assigning, monitoring, coordinating, evaluating, and managing the activities of staff engaged in services and projects; write reports and memorandums.
- Perform administrative duties such as writing construction and equipment specifications, filling staff positions, and writing special reports.
- Develop and implement policies and operating procedures; monitor activities to ensure compliance with policies, procedures, and applicable laws.
- Develop work plans and schedules.
- Monitor work order completion for timeliness and correctness; oversees inventory of supplies, including regulatory signs, that are needed to perform various work; prepares monthly report of public works activities; conducts cost benefit analysis for key divisional functions.
- Prepare and/or review monthly reports and daily activity reports.

- Obtain pricing for water and sewer jobs and outfall clearing to be done for the town in accordance with the procurement policy; coordinate and assist with jobs with other departments as needed and available.
- Determine personnel, equipment, and materials needs.

Duties involving Coordination with Mayor and Town Commission

- Oversee the preparation of the budget and then present the budget.
- Attend regular monthly board meetings and give monthly updates on public works division.
- Develop short- and long-range plans, including capital improvement projects; prioritizes projects.
- Coordinate activities and projects with other divisions and agencies.
- Implement programs and projects as directed by the Town Commission.

Safety-Related Duties

- Follow safety procedures; reports unsafe activities and conditions; utilizes safety equipment and monitors work environment to ensure safety of employees and other individuals.
- Ensure all preventive and corrective maintenance is performed in compliance with regulations and policy in a timely manner.
- Maintain OSHA standards at job sites; maintains records in compliance with state and federal requirements.
- Use good judgment and make good decisions in matters related to the job.
- Report, in a timely manner, all issues, concerns and questions to the Mayor and Board of Commissioners.

Knowledge, Skills, & Abilities:

General Working Knowledge

- Knowledge of modern construction and maintenance techniques and approved safety standards.
- Knowledge of street and drainage system construction and maintenance.
- Knowledge of methods of operation for road construction and maintenance, utilities construction, building construction, land usage and development.
- Knowledge of facility, equipment, and ground maintenance repair programs and repair techniques.

Regulatory and Best Practice Knowledge

- Knowledge of management principles and practices.
- Knowledge of principles and practices of public works operations, including the principles of organization and functions of town government.
- Knowledge of local, federal, and state laws and regulations.
- Knowledge of laws, ordinances, standards, rules, and regulations pertaining to the specific duties and responsibilities of the position, including the Manual for Uniform Traffic Control Devices, NC DOT Street Standards, OSHA regulations, Stormwater

regulations, State Cemetery regulations, NC Pesticide regulations, Solid Waste Collection regulations, and State Purchasing regulations.

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Town-Specific Knowledge

- Knowledge of relevant town ordinances, policies, and procedures.
- Knowledge of town budgeting and purchasing procedures.
- Knowledge of town personnel policies.
- Knowledge of the town's emergency response plan.
- Knowledge of functions and interrelationships of the town and other governmental agencies.
- Knowledge of methods, procedures, and policies of the town, including town code, employee handbook, policy and procedure manuals, contracts, publications, and reference texts, etc.
- Knowledge of basic town operations.

Education & Experience:

Education and Experience Requirements:

High school education and some experience in general construction, maintenance, custodial and/or grounds-keeping work, or equivalent combination of education and experience.

Certification Requirements:

Must have or be able to obtain within 1 year of employment the following certifications:

C-Well

C-Distribution

Pesticide Applicator

Collections I

Safety sensitive:

This position is safety-sensitive and is subject to random drug testing.

FLSA:

This position is exempt under the Fair Labor Standards Act.

Starting Salary & Benefits:

Hiring range: \$45,000 – \$60,000 per year.

Benefits: The Town of Micro offers paid vacation and sick leave; and NC Local Government Employees' Retirement System

Our organization:

The Town of Micro is a municipality situated in the heart of Johnston County, North Carolina, just off Interstate 95. The Town has approximately 475 residents and a Mayor and three Town Commissioners govern the organization. A Deputy Clerk, Police Chief,

and part-time Public Works employee work to provide services to the community. Learn more about the Town by visiting <https://www.townofmicro.com/>

How to Apply:

Send the completed application package (cover letter and resume) by email to Mayor Marty Parnell martyparnell@gmail.com with the subject Public Works Director

Incomplete applications will not be considered. The position is open until filled; the initial review of applications begins November 3, 2023.

An offer will be subject to the successful completion of a background investigation.

The Town of Micro is an Equal Opportunity Employer.