



Settled 1752
JAMESTOWN
NORTH CAROLINA

JOB ADVERTISEMENT:

PUBLIC SERVICES SUPERINTENDENT

Position will open 8/8/2019 and will remain open until filled. Preference will be given to applications received on or before SEPTEMBER 30, 2019.

About the Town of Jamestown

The Town of Jamestown (pop. 4,200) is located conveniently in the middle of the Piedmont Triad between the cities of Greensboro and High Point. The Town is a capital partner with and purchases water from Piedmont Triad Regional Water Authority (PTRWA). Additionally, the Town is also a capital partner in the High Point Eastside WWTP and maintains a collection system which includes three sanitary sewer pump stations. Currently, the Town has approximately 55 miles of sewer collection lines and approximately 44 miles of water distribution lines, servicing approximately 2,800 water connections (customers). However, the Town is poised to experience growth in the near future. The Public Services department consists of 3 FTEs which handle Solid Waste/Sanitation and 6 FTEs which handle water/sewer and streets. These employees report to the Public Services Superintendent, who reports directly to the Public Services Director.

Public Services Superintendent

The Town of Jamestown is seeking a highly motivated and qualified leader to fill a supervisory position which will be opening in January 2020 due to a retirement. This is a key position within the Public Services Department and requires a substantial commitment to the Town and its citizens. The Public Services Superintendent will supervise the daily operations of the Public Services Department. This position will require a considerable amount of organization and attention to detail. While the attached job description shows minimum requirements for the position, the perfect candidate would additionally have progressively responsible or supervisory experience in a municipal utility or public services role, proficiency with computers and software-based work order systems, proficiency with the MS Office suite of software, and an ability to read and interpret construction plans and documents in the field. The candidate selected shall also exhibit an affinity for communicating with citizens, staff, and others – often under contentious and stressful situations.



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Hiring range is \$54,835 - \$71,285/annually (depending on qualifications), and the Town offers a competitive benefits package which includes a 401K (4.5% annual contribution by the Town), participation in the Local Government Retirement System, Health/Dental/Vision Insurance, annual leave/sick leave accruals, longevity pay, and several paid holidays. This position is EXEMPT from FLSA requirements.

The Town will be seeking applications from both internal and external applicants. The process for applying is as follows:

Internal Applicants (current employees)

Please submit the following items in a sealed envelope to Sharen Apple:

- 1) Current resume.
- 2) Cover letter.

A Town of Jamestown application will not be required for current employees.

External Applicants

Please visit the Town of Jamestown's website at: <https://www.jamestown-nc.gov/news-and-notice/employment-opportunities> for information on submitting an application. Please download the Application for Employment, complete and return it, along with a cover letter and current resume in a sealed envelope to:

Town of Jamestown
Attn: SHAREN APPLE
PO BOX 848
301 E. Main St.
Jamestown, NC 27282