



## CITY INFORMATION

115 N. Main Street, Belmont, NC 28012

Established: 1895

Population: 12,495

Number of Full Time Employees: 154

## CITY COUNCIL MEMBERS

Mayor: Charlie Martin

Mayor Pro Tem: Jim Hefferan

Councilman: Ryan Schiff

Councilwoman: Martha Stowe

Councilman: Marc Seelinger

Councilman: Richard Turner

## MISSION STATEMENT

City of Belmont provides visionary leadership and high-quality city services to create a community of choice for our residents, visitors, and employees.

## WHO ARE WE?

Trace Belmont's historic roots and you'll find a distinguished textile and railroad hub that was home to the North Carolina textile industry's entrepreneurial legends. Mill-era charisma and upstanding community character pulse through Belmont today. Generation after generation has nurtured this bold spirit and creative spark to make way for a thriving historic downtown brimming with passionate local merchants and a burgeoning outdoor recreation scene. This vitality empowers Belmont citizens, entrepreneurs, and community leaders to continue advancing the city toward an ever vibrant and exciting future.

## DOWNTOWN CULINARY & BUSINESS SCENE

1. Belmont's historic and hip downtown invites you to explore the restored turn-of-the-century storefronts that are bursting with vibrant local boutiques, shops, and eateries.
2. Downtown Belmont is a highly walkable culinary hotspot with nearly 20 locally owned restaurants, cafés, cocktail bars, and a craft brewery in less than a single square mile.
3. Visitors and residents experience the palpable, upbeat energy in this charismatic river city.

## RECREATION

1. Belmont is a recreation refuge for a multitude of land and water activities that appeal to all ages and abilities. It's the perfect basecamp for adventure and active living in a relatively compact urban environment.
2. Belmont is for pedalers: with in-town mountain biking at Rocky Branch Park, 50 miles of single-track at the U.S. National Whitewater Center, and a healthy road cycling scene.
3. Belmont is for paddlers: with the mighty Catawba Rivers to the east and west, and Lake Wylie to the south, Belmont is a flatwater paddler's paradise. The Belmont Rowing Center and Loftin Waterfront Park maximize these resources. The nearby Whitewater Center affords access to national-class whitewater kayaking & rafting.
4. Belmont is for pedestrians: Opportunities abound for runners, hikers, and walkers of all abilities. Hike miles of trail at Rocky Branch, the Whitewater Center, and Crowder's Mountain State Park. Take the Carolina Thread Trail and soon, the Belmont Rail-Trail for a less technical journey.
5. Belmont is home to the celebrated Daniel Stowe Botanical Garden which offers the perfect setting for a scenic stroll.

## COMMUNITY & LIVABILITY

1. Belmont offers the best of both worlds: access to the Charlotte job market with competitive wages in an urban career and the comfort of small-town life.
2. Belmont is easily accessible: enjoy the convenience of multi-modal transportation including Charlotte-Douglas International Airport, Interstate-85, and the future Lynx light rail.
3. We are a friendly, multi-generational community of neighbors that values diverse backgrounds and new perspectives, so bring your dreams and your big ideas.
4. Welcome to a community of thinkers and doers. Entrepreneurs, creatives, place-makers, and enthusiastic volunteers freely lend their time and talents to create a distinctive cultural landscape and work hard for the continued success of the city they love

## CULTURE, ARTS, & HERITAGE

1. A culture of craftsmanship, respect for our heritage, and a deep sense of commitment to each other are the common threads that weave the community together.
2. We are proud of Belmont's rich textile and railroad history that is still visible today throughout the city's architectural landscape: historic downtown storefronts, restored and repurposed mills, and quaint mill-village neighborhoods.
3. Our community has been creating since 1895 and we celebrate this tradition of craftsmanship with unique traditions, festivals, and parades.
4. Belmont Abbey College enriches the cultural landscape of the city with multiple performances and exhibitions each year from its renowned performing and visual arts programs.
5. The Belmont community regularly gathers in downtown Stowe Park to enjoy free concerts, events, and the company of neighbors.
6. Proximity to Charlotte affords Belmont locals the ability to enjoy national sporting events and world-class cultural experiences and performances.







## UTILITY DIRECTOR

**Salary: Minimum \$64,747 – Maximum \$98,060**

**Employment Posting: July 22 – August 7, 2020**

**GENERAL STATEMENT OF DUTIES:** Performs administrative technical work in planning and coordinating the interpretation and enforcement of applicable codes, regulations and requirements to Water Plant, Wastewater Plant, and other related utility infrastructures such as collections and distribution of the City of Belmont. Manages employee operations relating to regulatory utility compliance for the City of Belmont as required by State and Federal government regulations. Performs related work as directed. Work is performed under the regular supervision of the Public Works Director.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class plans, organizes and directs the work of employees engaged in the wide variety of municipal operations services related to Water Plant, Wastewater Plants and Collections and Distribution utility operations. Employee provides technical advice and assistance to the Finance Director and City Manager for automated water billing usage and accuracy. Works directly with the Public Works Director, City Manager, Finance Director, City Engineering and City Officials on various State and Federal requirements of utility operations. Work includes contract management, citizen issues, and personnel administration of these departments. Extensive budget reviews are mandatory to insure proper plants and pump stations operations. Work is reviewed during regular staff meetings with Public Works Director.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:** Manages and plans the activities of all Water Plant and Wastewater Plant operations and collections and Distribution Utility operations. Manages all employees of these departments; ensures coordination of activities with Public Works Department and City Manager's office.

Reports to and advises Public Works Director, City Manager, Finance Director, City Engineering, and City Officials on various plant(s) projects and activities. Performs selection, promotion, training, counseling, and disciplining of department personnel in consultation with Public Works Director, Human Resources, and City Manager.

Meets frequently with subordinates and supervisors to solve more complex problems; sets priorities and deadlines and provides guidance and direction for employees.

Holds staff meetings to keep staff informed and to assist in solving problems and addresses issues that broadly affect the operations of the departments. Goal-oriented and customer-focused. Makes field inspections of plants, pumping stations and other related plant projects. Investigates and decides or recommends actions, coordinates projects with other related departments. Attends Council meetings to represent various utility departments.

Supervises preventive maintenance programs for plant equipment and facilities and approves contracted repairs.

Motivates, coaches, and reviews the performance of subordinates

Insures proper training and certification of assigned personnel.

**JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS:** This position involves heavy work requiring the employee to exert up to 50 pounds of force occasionally and less force frequently to objects. Physical activity related to this position may include climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions. Sufficient visual acuity is required to prepare and analyze data and figures; do extensive reading; use a computer terminal; visually inspect and assemble small parts involved in the operation of machines and determine if small defects are present; and use measuring devices. An employee in this position will be exposed to indoor and outdoor environmental conditions; subject to hazards including work in high places, exposure to working mechanical parts, electrical currents, and exposure to chemicals; and subject to extreme heat and cold, noise and vibrations, and working in close quarters. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Through knowledge of the principles and practices of water treatment; waste treatment; collections-distribution and through knowledge of the Local, State, and Federal laws and regulations relating to water treatment and wastewater treatment; considerable knowledge of the city budget, purchasing, and personnel policies and practices; considerable knowledge of effective supervisor practices including motivation, communications, delegation, discipline, performance review, and other supervisory practices; thorough knowledge of mechanical, electrical, and electronic trades as applied to water and wastewater treatment facilities and equipment maintenance and repair; ability to plan and organize work over a broad scope of 24 hour operations; ability to operate computer for data storage, retrieval, and analysis; ability to analyze information and make effective decisions; ability to establish and maintain effective working relationships with city officials, industrial officials, regulatory officials, contractors, other employees, and the general public; ability to communicate effectively orally and in writing.



**ACCEPTABLE EXPERIENCE AND TRAINING:** Graduation from high school or college with a degree in chemistry, biology, environmental science or related field and five years experience in water plant or wastewater plant operation, and collections and distribution field including supervisory experience; or and equivalent combination of education and experience in related fields of utility operations.

**ADDITIONAL REQUIREMENTS:** Considerable experience of supervising water and or wastewater treatment operators and or distribution and collection systems operators; or an equivalent combination of both. Prefer minimum of Grade 1 or chemistry in wastewater and or A surface water operations. Ability to supervise and understand regulatory requirements as related to all State certifications for water and wastewater certification holders and distribution and collections certifications as well.

Must possess a valid North Carolina driver's license.

Pre-Employment Drug Screening Required and Criminal Background Check will be required.

Equal Opportunity Employer

How to Apply: Submit application with resume online at [www.cityofbelmont.org](http://www.cityofbelmont.org) or mail application and resume to: City of Belmont, Attn: HR Dept., PO Box 431, Belmont, NC 28012.