



PUBLIC WORKS DIRECTOR

SALARY RANGE: \$90,399 - \$135,598

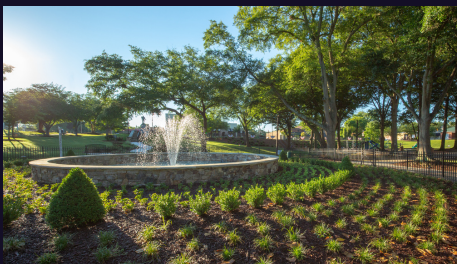
General Statement of Duties: Performs complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising the Public Works Department; performs related duties as required.

DISTINGUISHING FEATURES

An employee in this class plans, organizes and directs the work of employees engaged in the construction, maintenance, and repair of water and sewer lines; municipal streets; equipment maintenance and repair; environmental concerns; parks maintenance; facilities maintenance; and all other Public Works projects. The employee also oversees, in coordination with plant superintendents, the maintenance and operation of the Wastewater Treatment Plant and Water Treatment Plant. The employee provides technical advice and assistance to the Assistant City Manager and the City Manager in the improvement of water and sewer utilities, streets, sidewalks, and storm drainage, and ensures that modern, safe, effective, and efficient practices are utilized by municipal work crews. The employee represents the City to a wide variety of citizens. Work is performed under the general supervision of the Assistant City Manager and in coordination with other city departments and city officials. Supervision is exercised over departmental personnel.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and practices of public works and utilities administration, planning and construction; knowledge of engineering principles and practices as they relate to the public works functions, especially water distribution, wastewater collection, streets, and storm drainage; knowledge of related city policies; knowledge of the equipment and materials used in the construction, maintenance and repair of water and sewer lines, and streets; general knowledge of governmental budgeting, personnel and purchasing practices; ability to supervise subordinate employees including effective communications, motivation, staffing, and coaching; ability to prepare records and reports; ability to plan, organize and direct the work of several crews; ability to maintain effective working relationships with City officials, other public officials, employees, contractors and the general public; ability to communicate effectively orally and in writing.





ESSENTIAL JOB FUNCTIONS

- Manages and plans the activities of the public works department;
- Evaluates need and formulates short- and long-range plans for needed improvements;
- Prepares and reviews departmental operating budget and monitors and approves expenditures;
- Ensures coordination of activities with other departments;
- Reports to and advises the Assistant City Manager and the City Manager and other city officials on public works projects and activities;
- Researches and recommends operational changes to the City Manager;
- Manages capital improvement projects from inception to completion;
- Coordinates selection, promotion, training, counseling, and disciplining of department personnel;
- Meets frequently with subordinate supervisors to solve more complex problems, sets priorities and deadlines, and provides guidance and direction;
- Makes field inspections of public works projects to review progress and ensure completion;
- Performs subdivision review for infrastructure requirements;
- Engages in considerable personal contact with citizens concerning service requests and complaints; investigates and decides or recommends actions;
- Coordinates projects with other departments;
- Serves as liaison with consulting engineers on any project or activity requiring engineering services or reviews;
- Attends City Council meetings to represent the department;
- Researches and supervises changes in department;
- Recommends and supervises a variety of contracted work;
- Evaluates the performance of subordinate personnel.





ACCEPTABLE EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in civil engineering or public administration and five years' experience in a management or administrative position in a public works or similar department; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS

This position involves light work requiring the employee to exert up to 20 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, feeling, talking, hearing, and repetitive motions. Sufficient visual acuity is required to 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. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

HOW TO APPLY

Interested individuals are encouraged to apply online using the link below:

<https://www.cityofbelmont.org/jobs>

Pre-employment drug screening is required. Position is open until filled. Equal Opportunity Employer. If you have questions, contact the Human Resources Director, Hannah Rayburn, at hlayburn@cityofbelmont.org.





CITY INFORMATION

1401 E. Catawba St, Belmont, NC 28012

Established: 1895

Population: 15,010

Number of Full Time Employees: 185

CITY COUNCIL MEMBERS

Mayor: Marc Seelinger

Mayor Pro Tem: Richard Turner

Councilman: Jim Hefferan

Councilwoman: Martha Stowe

Councilman: Jason Rumpfelt

Councilman: Alex Szucs

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 craft breweries 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 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.

