

CLASS CODE: 10210

CLASS TITLE: ASSISTANT DIRECTOR OF PUBLIC WORKS

PURPOSE OF CLASS: Assists in performing supervisory, administrative, and technical tasks in directing the activities of the Public Works Department. Leads and participates in the work of the Town's water, sewer and streets crews. Performs related work as required. This position is exempt under the Fair Labor Standards Act (FLSA). Pursuant to the Town's Organizational Chart, this position reports directly to the Director of Public Works.

PRIMARY TASKS:

- Direct and participate when necessary in all aspects of public utilities.
- Direct or perform all water and sewer taps and connections.
- Inspect and maintain sewer lift stations and water wells daily.
- Collect and compile all necessary data for reporting as required by the Public Works Director or state agencies and maintains accurate records.
- Inspect work done by subordinates.
- Perform or direct all service meter readings and account connections.
- Assist with departmental purchasing and inventory control.
- Establish and maintain a comprehensive training program for new or transferred employees.
- Maintenance and repair of the Town's water system, waste disposal system, road system, and sanitation collection.
- Construction, cleaning and repair of streets, drains, ditches, and sidewalks.
- Maintenance and repair of Town vehicles and equipment.
- Installation of street and other regulation signs.
- Maintenance of Town cemetery.
- Should be familiar with basic computer applications.
- Assist in the establishment and management of a departmental safety program.
- Assist in the preparation of an annual operational budget.
- Assist during hurricanes and other disasters.
- Should be proficient in the operation of all public works equipment, including but not limited to small and large trucks, street sweeper, backhoe, tractor, etc.
- Direct and participate in all aspects of street and sanitation maintenance.
- May be required to serve as back up or interim ORC.
- Perform other duties as required.

WORKING CONDITIONS:

- This job requires working in adverse weather conditions, vehicular traffic, confined spaces and hazards involving the use of power tools and heavy equipment and exposure to hazardous chemicals and/or materials, insects and gases. Must possess visual acuity, hearing, touching and the full use of arms, hands, fingers, feet & legs. Must have the ability to lift and carry up to 100 lbs. for 50 feet.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles and practices of a public works department. Considerable knowledge of water treatment and collection and distribution systems.
- Knowledge of methods and equipment used in street repair.
- Considerable knowledge of the hazards and proper safety precautions associated with public works projects.
- Skill in the maintenance and repair of water and sewer lines.
- Work requires considerable light to moderately heavy physical activity including having sufficient strength to lift and carry tools and materials weighing up to 50 pounds. The job may require working in adverse weather conditions, vehicular traffic, confined spaces and hazards involving the use of power tools and heavy equipment and exposure to hazardous chemicals and/or materials, insects and gases

EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. required.
- Combination of education and experience necessary for all public works functions.
- Possession of an appropriate valid North Carolina driver's license
- Possession of or have the ability to receive a C Well, B-Distribution and Collections-II certification within two years of initial employment.

Approved & Adopted by the
Town of Burgaw Board of Commissioners

Date: _____

Chadwick McEwen
Town Manager