

**EMPLOYMENT OPPORTUNITY**  
Gates County, North Carolina

Public Utilities Director – Performs difficult professional, technical, and administrative work planning, organizing, and directing the public utilities operations for the County.

An employee in this class plans, organizes and directs the work of employees engaged in utility operations and services. The employee provides technical advice and assistance to the County Manager and the Board in the long range planning, construction, improvement, capacity management, environmental compliance, citizen and intergovernmental relations, and maintenance of water, wastewater and environmental resources. Work includes serving as Operator in Responsible Charge (ORC) of the well system, distribution system, collection system, spray irrigation system, and cross control/backflow prevention systems. Overall scope also includes handling citizen issues, capital and operating budget management and personnel administration of the department. The employee represents the county to a wide variety of citizens, developers, other local officials, state and federal regulatory officials, etc. Work is performed independently and in coordination with the County Manager and other county officials. Work is performed under the general administrative direction of the County Manager and is evaluated by review of reports, conference and acceptance of the community.

Graduation from an accredited college or university with a bachelor's degree in civil engineering, environmental science, public administration, or related field, and experience in a responsible management position in utilities or public management field; or an equivalent combination of education and experience, Annual Salary Range \$ 55,470 – 85,979

Complete job description and County Application can be found on the Gates County website. Submit letter of interest, resume, and work-related references along with a completed County Application in confidence to: Christy Byrum, PO Box 148, Gatesville, NC 27938; (252) 357-2411 Ext. 1005. Review of applications will begin December 13, 2021. Position is open until filled. Gates County is an equal opportunity employer.

## PUBLIC UTILITIES DIRECTOR

### General Statement of Duties

Performs difficult professional, technical, and administrative work planning, organizing, and directing the public utilities operations for the County.

### Distinguishing Features of the Class

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### Duties and Responsibilities

#### Essential Duties and Tasks

Reports to and advises County Manager and County officials on public utilities projects and activities; researches and recommends long range plans and strategies for meeting customer service needs; researches and recommends service levels, system policies and procedures, fee structures, and policy changes to the County Manager; oversees and coordinates construction projects..

Oversees the selection, promotion, training, coaching and performance evaluation of department staff in consultation with County Manager.

Represents the County with utility districts, other local governments, state and federal authorities; directs research, grant development, and funding options for capital plans; coordinates design and construction of infrastructure; plans, organizes, and monitors a variety of contracted work; coordinates with engineers, developers, customers and contractors; makes field inspections of projects to review progress and ensure completion.

Engages in considerable personal contact with citizens, other County agencies, and other governmental agencies concerning service request and complaints; investigates and decides or recommends actions; coordinates projects with other departments; attends County Board meetings to represent the department.

Oversees the preparation and reviews departmental operating and capital budgets; monitors and approves expenditures; conducts or oversees rate analysis and recommends structures and amounts.

Oversees, participates in and plans for changes in regulations regarding water, wastewater, safety and other related issues; prepares plans and records for compliance.

Ensures that adequate management information is collected and maintained for trend analysis and required reports.

Coordinates and oversees mapping of the utility system and utilization of GIS and other

methods for long range planning and efficient operations.

Supervises and participates in daily operations, maintenance, and customer response.

#### Additional Job Duties

Performs other duties as assigned.

### Recruitment and Selection Guidelines

#### Knowledges, Skills, and Abilities

Thorough knowledge of the principles and practices of water and wastewater administration, planning and construction.

Thorough knowledge of County utility policies, state and federal laws and regulations.

Some knowledge of civil engineering design principles and engineering practices as applied to departmental functions.

Knowledge of the equipment and materials used in the construction, maintenance and repair of water and sewer treatment and distribution systems and related public services management.

Knowledge of modern governmental budgeting, personnel and purchasing practices, and information systems applications to functions managed.

Knowledge of the application of information technology to the work including office technology, spreadsheets, utility customer accounts software, automated meter reading, and SCADA.

Knowledge of modern and effective supervisory principles and practices including leadership, conflict resolution, motivations, communications, performance coaching and evaluation.

Some knowledge of personnel laws and regulations.

Skill in collaborative conflict resolution, public presentations and customer service excellence.

Ability to conduct long range planning for infrastructure needs.

Ability to effectively represent the County with a wide scope of governmental, regulatory, industry, development and other groups and individuals and to negotiate on behalf of the County.

Ability to interpret and prepare accurate and detailed records and reports.

Ability to maintain effective working relationships with County officials, other public officials, employees, contractors and the general public.

Ability to present ideas effectively in oral and written form.

#### Physical Requirements

Must be able to perform the physical life functions of reaching, fingering, pushing pulling, grasping, talking, hearing and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently and/or constantly.

Must possess visual acuity to produce and review written reports and records including mathematical calculations, operate a computer terminal, analyze data, and to read maps, schematic drawings and plans.

#### Desirable Education and Experience

Graduation from an accredited college or university with a bachelor's degree in civil engineering, environmental science, public administration, or related field, and experience in a responsible management position in utilities or public management field; or an equivalent combination of education and experience.

Special Requirement

- Possession of a valid North Carolina driver's license.
- Possession of Grade C well operator certification.
- Possession of Grade A distribution system operator certification.
- Possession of Grade I collection system operator certification.
- Possession of Spray Irrigation system operator certification.
- Possession of Cross Connection Control /Backflow Prevention Certification.

Gates County  
2018

