

**CITY OF ROCKY MOUNT  
invites applications for the position of:**



**ASSISTANT DIRECTOR (PUBLIC WORKS &  
WATER RESOURCES)/STORMWATER  
MANAGEMENT**

**SALARY:** \$80,492.49 - \$120,738.74 Annually

**OPENING DATE:** 06/19/17

**CLOSING DATE:** Continuous

**THE POSITION:**

**DEFINITION:** This position is one of two positions responsible for assisting in directing the operations of the Public Works & Water Resources Department.

**REPORTS TO:** The Director of Public Works & Water Resources assigns work in terms of department goals and objectives.

**NOTE: Position will remain posted until filled.**

**JOB REQUIREMENTS:**

**JOB REQUIREMENTS:**

- Assists in the overall management of the Public Works & Water Resources department; assists division heads to address difficult personnel or operational issues.
- Oversees management and operations of the city's water/wastewater collection, storage, treatment, and distribution systems to ensure water and wastewater utilities operate within regulatory limits and in a fiscally responsible manner.
- Oversees management and operations of the city's street and right-of-way maintenance activities, and operations of fleet maintenance services.
- Oversees the management of the Stormwater division; administers stormwater regulations; oversees compliance with state and federal permits; oversees the stormwater capital program.
- Reviews development plans for compliance with stormwater ordinances, design standards, and service requirements; compiles information necessary to provide recommendations to Public Works & Water Resources Director or City Manager.
- Receives and responds to citizen complaints and requests.
- Oversees and coordinates capital projects; provides engineering support, including plan development, cost estimates, plan approval, and project management; conducts studies, completes research, and prepares periodic operations and technical reports.
- Performs other related duties as assigned.

**KNOWLEDGE REQUIREMENTS:**

**MINIMUM QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field and appropriate certifications (e.g. P. E.) are preferred.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.

**HIRING RANGE - \$92,565 - \$100,616 (DEPENDENT UPON QUALIFICATIONS)**

## **SUPPLEMENTAL INFORMATION:**

### **KNOWLEDGE REQUIREMENTS:**

- Knowledge of construction and maintenance practices associated with roadways and drainage.
- Knowledge of construction project management and inspection.
- Knowledge of local government accounting and financial practices.
- Knowledge of purchasing laws governing public contracts and equipment purchases.
- Knowledge of relevant federal, state, and local laws and ordinances.
- Skill in the interpretation and application of federal, state, and local policies, codes, and laws.
- Skill in the supervision of personnel.
- Skill in analyzing problems and identifying solutions.
- Skill in preparing clear and accurate reports.
- Skill in establishing cooperative and productive working relationships.
- Skill in evaluating and establishing written policies and procedures.
- Skill in setting priorities for competing projects.
- Skill in performing mathematical calculations.
- Skill in operating computers and other standard office equipment.
- Skill in interpersonal relations.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Director of Public Works & Water Resources assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

**GUIDELINES:** Guidelines include the City Administrative Policy Manual; the City Code of Ordinances; North Carolina General Statutes and Administrative Codes; NCDOT Standard Details and Specifications; manufacturers' specifications; and the City of Rocky Mount Personnel Manual. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied management, administrative and supervisory duties. The variety of services to be provided contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to assist in directing the work of the Public Works & Water Resources Department. Success in this position results in a well maintained public infrastructure.

**PERSONAL CONTACTS:** Contacts are typically with other department heads and other City staff; attorneys; developers; engineers; elected and appointed officials; state and federal agency representatives; vendors; consultants; and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, provide services, motivate and influence persons, and justify or settle matters.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Street/Stormwater Superintendent (1), Water & Sewer Superintendent (1), Stormwater Engineer (1), and Fleet Maintenance Superintendent (1).

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.rockymountnc.gov>

331 S. Franklin Street  
Rocky Mount, NC 27802  
(252) 972-1191  
(252) 972-1186

[elaine.harrison@rockymountnc.gov](mailto:elaine.harrison@rockymountnc.gov)

Position #201700667  
ASSISTANT DIRECTOR (PUBLIC WORKS & WATER  
RESOURCES)/STORMWATER MANAGEMENT  
EH

## ASSISTANT DIRECTOR (PUBLIC WORKS & WATER RESOURCES)/STORMWATER MANAGEMENT Supplemental Questionnaire

- \* 1. What is your highest educational level? [Note: You will be required to provide documentation if selected]
- High School Degree  
 Associate's Degree  
 Bachelor's Degree  
 Master's Degree
- \* 2. If you have an upper level degree (e.g. Bachelors; Masters or Above) what is your field of study?
- \* 3. What is your experience level in this field of work?
- No Experience  
 Less than 2 years of experience  
 2 years of experience, but less than 5 years  
 5 years or above
- \* 4. In regards to the experience referenced in the previous question, in what areas(s) did you work? [Note: Check all that apply}
- Street Maintenance  
 Stormwater  
 Fleet Maintenance  
 Water Treatment  
 Water & Sewer Distribution  
 Administration
- \* 5. Have you managed or led other employees in your past work experience?
- Yes  No
- \* 6. If you responded "yes" to the previous question; what is the total number of employees that you

have managed at anyone time in any of your leadership positions?

- None
- 5 employees; but less than 15
- 25 employees; but less than 25
- 30 employees or more

\* 7. Have you been responsible for the creation of an operational & capital budget for your department in any of the jobs that you have held?

- Yes    No

\* 8. What is the largest budget that you have managed in your career? (If not applicable indicate "NA")

\* 9. Are you a registered Engineer within North Carolina; or have the ability to obtain your license within 12 months?

- Yes    No

\* Required Question