

PUBLIC WORKS SUPERINTENDENT

Town of North Topsail Beach

Full Time Salary Range: \$45,445-70,440 Annually + Benefits

Posted Date: 11/29/2021

Closing Date: Open Until Filled

Town of North Topsail Beach is looking for a Public Works Superintendent to perform responsible technical, administrative, and supervisory work in directing the varied public works services for the Town.

Knowledge, Skill and Abilities

- An employee in this class is responsible for planning, organizing, and directing the work of employees engaged in public works operation, maintenance, and repair. The work of the department includes maintenance and minor repair of streets and Town buildings; maintenance and upkeep of all Town maintained grounds and lots, parks, beach, and beach crossovers; scheduled maintenance and minor repair of Town owned equipment and vehicles; repair and installation of street and beach signs; and brush pickup from residences and litter and trash pickup from beaches and public areas.
- Considerable knowledge of the principles and practices and materials, tools, and equipment utilized in carpentry, landscaping, plumbing, street repair, electrical work, and other maintenance trades used in grounds maintenance/facility/park/road maintenance and repair work.
- Knowledge of preventive maintenance requirements for Town facilities and related equipment.
- Considerable knowledge of the occupational hazards and safety precautions of the work.
- Working knowledge of the Town's personnel, budgeting and purchasing policies.
- Working knowledge of supervisory principles and practices including training, performance coaching, and motivation; ability to supervise staff and contractors to obtain quality and timely results.
- Working knowledge of the application of information technology to the division.
- Skill in collaborative conflict resolution and internal customer service excellence.
- Ability to read and interpret electrical schematics.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with other employees, subordinates, superiors, elected officials and the general public.
- Ability to prepare and maintain accurate and detailed records of work activities.

Qualifications

Graduation from high school and possession of a valid North Carolina driver's license required. Considerable experience in public services maintenance or construction and including progressively responsible supervisory experience; or an equivalent combination of education and experience. Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions. Must be able to perform heavy work exerting up to a 100 pounds of force occasionally; and/ 50 pounds of force frequently; and 10 pounds constantly.

AN EQUAL OPPORTUNITY EMPLOYER / ADA

Employment application form (PD107) must be completed to apply. Form can be found online at:
<https://oshr.nc.gov/media/3953/open>

Email completed application to: townclerk@ntbnc.org

Town of North Topsail Beach
Attention: Danyale Lundy
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(910) 328-1349 Office