

**UTILITIES DIRECTOR**  
**WASHINGTON COUNTY RECRUITMENT ANNOUNCEMENT**

Anticipated Hiring Range: \$50,251 - \$61,239

Washington County, NC seeks qualified applicants for the position of: Utilities Director.

Under the supervision of the County Manager, this position manages the county's water treatment and distribution operations, and is responsible for directing and supervising the utilities operations, contracts, budget, and five personnel for a county water utility system serving approximately 2850 customers.

**Duties:**

- Supervises the day-to-day operations of the water plant and distribution facilities.
- Supervises, trains and disciplines all personnel within the public utilities department.
- Follows federal and state guidelines, prepares the annual budget which includes staffing requirements, equipment replacement and the supplies needed to operate utilities
- Works closely with construction crews as they install new water and wastewater lines.
- Works with municipal officials and creates policies for the safe use of the public utilities and works to Implement those plans.
- Responsible for preparing and presenting reports to the Board of Commissioners regarding the operations of the utilities.
- Supervises the collection of data required by local officials and state and federal agencies.
- Meets with OSHA officials and NCDEQ regarding the safe operation of the water utility.

**Skills, Knowledge, and Abilities:** Applicants must possess: i.) a thorough understanding of potable water treatment and distribution processes; ii.) a thorough understanding of public right-of-way requirements involving buried water/natural gas/cable/telephone/internet/electrical lines and how to work with other utilities in order to provide safe and uninterrupted services; and iii.) strong communication and interpersonal skills in order to interact professionally with co-workers, supervisors and the general public regarding a wide variety of technically challenging and often complex and sensitive information.

**Qualifications:** Bachelor's Degree in public administration, urban planning or civil engineering is desirable, seven years of experience working in the fields of public utilities with at least half of those years in a supervisory position or an equivalent combination of education and experience. NC B-Well and B-Distribution level certifications required within 180 days of initial employment. Must have a valid NC Driver's License (CDL preferred) and the physical ability to perform manual labor and operate heavy machinery as well as computers and other office equipment proficiently. A drug test and background investigation as well as any minimal skills aptitude test that may be administered are required.

Washington County offers a generous benefits package in addition to the salary range stated above which is dependent upon relevant experience.

Applicants must complete and submit an official County Job Application Form to: Fetima Moore, HR Specialist, at PO Box 1007, Plymouth, NC 27962.

Applications may be obtained in person from the County Manager's Office at 116 Adams Street in Plymouth, or may be downloaded from:

[https://washconc.org/wp-content/uploads/2022/04/Employment\\_App\\_20171101-1.pdf](https://washconc.org/wp-content/uploads/2022/04/Employment_App_20171101-1.pdf)

Applications will be accepted until the position is filled. Initial applicant review expected by June 3<sup>rd</sup>, 2022. Washington County is an equal opportunity employer.