Request for Position – Public Works Director

To the Board of Commissioners:
Caldwell County requires a centralized, executive-level leader to oversee our expanding infrastructure, utility operations, and capital assets inventory. Establishing a full-time **Public Works Director** will allow the County to grow beyond its current structure to ensure regulatory compliance and optimize major capital improvement projects.

Justifications:

- **Unified Departmental Leadership:** The Director will integrate management by directly supervising and evaluating the Department Heads of both Water and Buildings & Grounds, standardizing personnel management and operational workflows.
- **Centralized Capital Project Oversight:** This role will serve as the chief technical advisor to the Board and County Administration on architectural, engineering, and budgetary requirements, managing major building and utility projects from conception to completion.
- **Vendor and Contract Management:** The position establishes a single point of accountability to manage strategic relationships with external engineering firms and oversee the county's major Solid Waste and Landfill operator contract.
- **Regulatory & Risk Compliance:** A qualified director will ensure strict operational alignment with local, state, and federal ordinances, managing critical reporting to **NCDEQ** and **OSHA**. The role requires specialized expertise, including a **North Carolina Grade A Distribution Certification**.
- **Fiscal Stewardship:** The Director will author comprehensive annual budgets, continuously monitor revenues/expenditures, and conduct data-driven research for long-range county utility and facility expansions.

Recommendation:

It is recommended that the Board approve the creation and recruitment of the **Public Works Director** position with a grade of 89. This strategic hire will protect county assets, streamline vendor management, and provide the dedicated technical leadership necessary to support Caldwell County's growth. Thank you for consideration of this request.

Respectfully submitted,

Shane Fox, County Manager

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