Job Title: Public Works Director
Department: Public Works
Location: Caldwell County, NC
Position Type: Full-Time, Executive/Exempt, Grade 89

Position Overview

Caldwell County is seeking a highly qualified, dynamic, and community-minded professional to serve as our next **Public Works Director**. This executive-level leadership role provides comprehensive direction, capital planning, and strategic oversight across a diverse portfolio of critical infrastructure operations.

The Public Works Director serves as a key department head, functioning as the chief technical advisor to county administration officials regarding architectural, engineering, and budgetary requirements for major building projects. This executive supervises two existing, distinct county units: the **County Water Department** and the **County Building and Grounds Department**, with both Department Heads reporting directly to this position.

Additionally, this role serves as the central manager for all county-wide capital improvement projects—spanning buildings, water systems, and general infrastructure—while serving as the primary liaison to external engineering firms and contracted service providers.

Core Responsibilities

- **Capital Project Management:** Manage all **County capital projects**, providing comprehensive oversight from conception to completion for all building, water infrastructure, and public works capital initiatives.
- **Engineering & Vendor Liaisons:** Manage the strategic relationship, task orders, and coordination with **County Engineering firms**, ensuring technical accuracy and project alignment.
- **Solid Waste & Landfill Contract Management:** Manage the County's major contract with the **County Solid Waste provider and operator of the Landfill**, ensuring strict vendor compliance and operational performance.
- **Departmental Oversight & Integration:** Provide high-level leadership and strategic direction to the County Water Department and the County Building and Grounds Department, directly supervising and evaluating both Department Heads.
- **Personnel & Administrative Leadership:** Lead both departments in all personnel matters, administrative functions, recruitment, hiring, performance appraisals, and employee relations.
- **Strategic Leadership & Operations:** Direct the planning, coordination, assignment, and inspection of all water systems, facilities, convenience centers, and E911 road sign installations.

- **Fiscal Management:** Author and manage comprehensive annual budget proposals, continuously monitor revenues/expenditures, and conduct data-driven research for long-range county utility and building expansions.
- **Regulatory Compliance:** Maintain absolute operational alignment with Local, State, and Federal ordinances, ensuring precise, timely compliance reporting to all regulatory authorities (including NCDEQ and OSHA).
- **Public Relations:** Promptly address and resolve community inquiries or facility occupant complaints regarding water service utility lines and county facility maintenance.

Minimum Qualifications

The ideal candidate will possess a strong balance of both formal higher education and extensive public sector management experience:

- **Education:** A 4-year degree from an accredited college or university in Civil Engineering, Public Administration, Business Management, Construction Management, or a closely related field.
- **Experience:** At least 10 years of direct, hands-on management experience in an identical or highly similar leadership position overseeing public utilities, public works, or municipal/county infrastructure operations.

Special Requirements & Certifications

- Possession of a valid **North Carolina Grade A Distribution Certification** for water distribution.
- Certified in **Backflow Prevention and Cross-Connection Control**.
- Possession of a valid **North Carolina Driver's License**.
