



**TOWN OF MARS HILL  
VACANCY ANNOUNCEMENT**

**DATE:** November 5, 2019

**THE TOWN OF MARS HILL, N.C.** is seeking a qualified individual for the following position:

**TITLE:** Public Works Director, Full Time Position

**DESCRIPTION:** Under limited supervision, the Public Works Director is responsible for planning, organizing, directing and managing employees and operations of all aspects of the public works department including engineering services; water, wastewater and stormwater system construction, maintenance, operations and services; street maintenance and repair; buildings and grounds maintenance and repair; and sanitation and recycling services. The Director performs administrative and public contact work and other duties as may be assigned by the Town Manager.

The Public Works Director is responsible for developing and enforcing department policies, procedures and regulations as well as developing and managing the public works budget and overseeing purchases. Director must have a thorough knowledge of the principles and practices of public works and utilities administration, planning and construction; Town policies, state and federal laws and regulations, and equipment and materials used in construction, maintenance and operations of local infrastructure. The Director is responsible for scheduling training, preparing and presenting public presentations, engaging collaboratively with department staff, town management, community partners, and the Town of Mars Hill Mayor and Board of Aldermen.

This position is a safety sensitive role and employee is subject to working in inside and outside environments, in adverse weather and emergency situations. Work is performed under the general supervision of the Town Manager.

**QUALIFICATIONS:** Graduation from an accredited college with a bachelor's degree in civil engineering, construction management, public administration, business administration or a related field is desired. Considerable experience in the area of public utilities operations is required. Must possess a valid NC operator's license and able to obtain other related certifications and licensures as may be required after hire.

**SALARY:** Salary dependent upon education, training and experience.

**TO APPLY:** Submit a Mars Hill Application and resume to the Mars Hill Town Manager, 280 N. Main Street, PO Box 368, Mars Hill, NC 28754. Applications are available in the Administration Office located at the Mars Hill Town Hall and on the Web at [www.townofmarshill.org](http://www.townofmarshill.org).

**CLOSING DATE:** Monday, November 25, 2019. Complete application must be received by 5:00 p.m. in the Administration Office located in the Mars Hill Town Hall on the closing date. Late applications will not be considered.

**HIRING AUTHORITY:** The Mars Hill Mayor and Board of Aldermen is the hiring authority for this position.

*Equal Employment Opportunity Employer*