



TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN



P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

PHONE (828) 879-2120 | FAX (888) 798-1022 | TOWNOFVALDESE.COM

NOW HIRING WATER RESOURCES DIRECTOR *Deadline: OPEN UNTIL FILLED*

About Valdese:

Nestled in the beautiful foothills of the Blue Ridge Mountains in Western North Carolina, Valdese is a charming town that blends the warmth of community with the natural beauty of the region. With a population of approximately 4,867, Valdese offers a unique and welcoming atmosphere. Founded in 1893 by Waldensian settlers from the Cottian Alps of Italy, our town holds a deep respect for its heritage, which is celebrated annually with special events and festivals. Valdese boasts a thriving downtown with specialty restaurants, shops, and historic attractions.

Town Governance:

Valdese operates under a council-manager form of government, with a mayor and five council members representing five wards. We are committed to providing an encouraging environment that supports job satisfaction and professional growth for all town staff. The Town provides a full range of municipal services with a current operating budget of \$13.4 million. The budget includes a total General Fund budget of \$7.7 million, and Utility Fund budget of \$5.7 million, which includes \$3.9 million between the Water and Wastewater Plant budgets.

The Role:

Join our dynamic team as a Water Resources Director where you will play a crucial role in overseeing the management and conservation of our region's water resources. As a key member of our local government, you will lead initiatives to ensure the sustainable use of water, safeguard water quality, and implement strategies to address water-related challenges. If you are passionate about environmental stewardship, possess strong leadership skills, and have a deep understanding of water management practices, we invite you to apply for this opportunity.

Education and Experience Requirements:

Graduation from college with a degree in environmental sciences, biology or related field and considerable experience supervising water and/or wastewater treatment systems; or an equivalent combination of education and experience.

Special Requirements:

Valid North Carolina Driver's License.
Preferred Grade III for Wastewater Treatment by the State of North Carolina
Preferred Grade A for Water Treatment by the State of North Carolina
May require other certifications as needed by the Town.

Compensation and Benefits:

The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The starting salary for this position is \$74,106 DOE. The Town provides a comprehensive benefits package, including health, dental, vision, and life insurance, a wellness program, Local Government Employees Retirement System (LGERS) contribution, annual vacation based on continuous years of experience, sick leave, and paid holidays in accordance with the North Carolina State Holiday Schedule.

Contact and Submittal Information: Jessica Lail, Human Resources Director

- P.O. Box 339 Valdese, NC 28690 - Email: jlail@valdesenc.gov - Telephone: 828-879-2117

- Hand delivery: Valdese Town Hall, 102 Massel Ave SW, Valdese, NC 28690

To apply, please submit a cover letter, resume, and a completed application. Resumes will not be accepted in lieu of a completed application. You can obtain applications and a full job description by visiting townofvaldese.com.

The Town of Valdese is an Equal Opportunity/ADA/Drug-Free Workplace Employer.
Join us in making a positive impact on our community!



Town of Valdeese
Water Resources Director

I. General Statement of Duties

Performs complex technical and managerial work planning, organizing and directing the operations, maintenance, and analysis of the wastewater treatment plant, water treatment plant, and related storage systems.

II. Distinguishing Features of the Class

An employee in this class plans, organizes and directs the operations and maintenance of the Water Treatment Plant, Wastewater Treatment Plants, and related facilities and equipment. Work is performed in accordance with state and federal laws and regulations. Work involves responsibility for departmental staffing, budget development and administration, assistance with and advising the Town Manager and Board on long-range planning for facilities and system capacity and technical compliance needs, establishing and maintaining records and reports necessary for full compliance with all regulations and for effective management decision-making, and ensuring effective productivity of department personnel. Work involves considerable public contact, initiative and judgement. The employee may occasionally be exposed to hazards such as high extreme temperatures, noise, proximity to moving mechanical parts, electrical current, exposure to chemicals, fumes, odors, gases, poor ventilation, and working in manholes or other close quarters. The employee may also be subject to the final OSHA standards on blood borne pathogens in coming in contact with wastewater samples. General administrative direction is received from the Town Manager regarding matters of policy, budget, long-range plans, personnel matters, and work priorities. Work is evaluated through conferences and reports for productivity, and compliance with required laws and regulations.

III. Duties and Responsibilities

Essential Duties and Tasks

- Plans, organizes and directs the work of employees engaged in water and wastewater treatment plant operations, process control, laboratory analysis, and preventive maintenance and repair.
- Advises the Town Manager and Board and participates in planning for current and future capacity needs and plant modifications for increased efficiency or regulatory compliance; participates in capital projects planning, design review and construction inspection and management.
- Directs the hiring, promotion, training, safety precautions, discipline, performance coaching and evaluation, and other personnel actions and decisions for the department.
- Researches and recommends strategies for meeting new regulatory requirements; supervises and participates in the investigation, implementation, and administration of sludge disposal program; researches and recommends provisions of the Town's sewer use ordinance; oversees the collections of industrial samples; conducts on-site inspection and enforcement of industrial treatment sites.
- Establishes, maintains, and analyzes a variety of reports as required and as needed for effective management decision-making; directs the acquisition and usage of computer systems to enhance operations and record keeping.
- Supervises laboratory operations; ensures state annual recertification; supervises contracted or in-house analysis of more complex properties and industrial samples.
- Requests department resources as part of annual budget process; reviews and submits budget requests of subordinate supervisors, supports department budget with Town Manager and Board; controls department resources once approved.
- Meets with the public to address issues and concerns related to water and wastewater.
- Participates in plant operations, laboratory analysis, and maintenance and repair of plant equipment; oversees

maintenance of elevated storage tanks and other system facilities.

Additional Job Duties

- Performs related duties as required.

IV. Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of water and wastewater treatment.
- Thorough knowledge of the local, state, and federal laws and regulations relating to water and wastewater treatment.
- Thorough knowledge of the Town budget, purchasing, and personnel policies and practices.
- Thorough knowledge of effective management practices including motivation, communications, delegation, discipline, performance coaching and review, and other practices.
- Knowledge of the application of information technology as applied to departmental operations.
- Some knowledge of mechanical, electrical, and electronic trades as applied to wastewater treatment facilities and equipment maintenance and repair.
- Skill in collaborative conflict resolution, customer contact and public speaking. Ability to analyze information and make effective decisions.
- Ability to establish and maintain effective working relationships with Town officials, industrial officials, regulatory officials, contractors, other employees, and the general public.
- Ability to prepare, present and interpret complex records and reports.

Physical Requirements

- Must be able to physically perform the basic life operational functions of standing, walking, balancing, stooping, hearing, talking, kneeling, crouching, reaching, feeling, grasping, pushing, pulling, bending, climbing, lifting, crawling, fingering, and performing repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects.
- Must possess visual acuity necessary to inspect schematic drawings, prepare and analyze figures and data, perform extensive reading, and operate a computer terminal.

Desirable Education and Experience

- Graduation from college with a degree in environmental sciences, biology or related field and considerable experience supervising water and/or wastewater treatment systems; or an equivalent combination of education and experience.

Special Requirements

- Valid North Carolina Driver's License.
- Preferred Grade III for wastewater treatment by the State of North Carolina.
- Preferred Grade A for water treatment by the State of North Carolina.
- May require other certifications as needed by the Town.

V. Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

VI. FLSA Status

This position is exempt.