

JOB ANNOUNCEMENT

**Edgecombe County Government
Utilities Operations Supervisor
Posted Internal, ESC, County Website**

Edgecombe County Government is seeking a qualified applicant for a **Utilities Operations Supervisor**.

Description of Work

Performs intermediate technical and administrative work supervising the day to day operations and functions of the utilities operations and maintenance department, maintaining records on employee performance and work completed, completing maintenance on equipment and tools, maintaining records and files, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Utilities Director. Limited supervision is exercised over Utilities Crew Leader and Utilities Technician.

Knowledge, Skills and Abilities

Ability to:

- supervise water, maintenance and repair employees, delegate tasks for workflow, oversees and records work completed;
- addresses citizen complaints and ensures the safety of citizens and employees;
- responds to employee concerns, evaluates job performance, evaluates safety of positions, develops, changes and follows policies and procedures;
- develop work plans and day-to-day direction for employees, coordinate work with utilities such as gas and telephone;
- locates, prices and orders supplies and materials;
- completes field inspections on work completed by employees.

Comprehensive knowledge of the safety requirements necessary to successfully complete jobs in this profession; thorough knowledge of the operations, repair and maintenance of filter plants and unfiltered wells; thorough knowledge of the methods and techniques of water line construction; thorough knowledge of the occupational hazards and necessary safety precautions of the work; ability to communicate effectively, both orally and in written form; ability to determine improper operation of pumping equipment and take proper remedial action; ability to work in difficult work stations for extended periods; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with associates and the general public.

Minimum Education and Experience

High School Diploma or equivalent. Prefer heavy equipment operation, supervisory and landfill gas field experience.

Salary: \$32,431

Closing Date: November 21, 2014

Application Process:

Interested candidates must submit completed Edgecombe County Application Form. Applications may be obtained online at www.edgecombecountync.gov/ or the County Manager's Office located at 201 St. Andrews Street, Tarboro, NC 27886.

Send application to: Edgecombe County Manager
 Attention: Clancie Pullen, Human Resources Director
 P.O. Box 10
 Tarboro, NC 27886

Edgecombe County Government is an Equal Opportunity/Affirmative Action Entity and complies with the requirements of the Americans with Disabilities Act. Drug, E-Verify & Criminal background screenings required