



Utility Supervisor

Hiring Salary Range: \$36,900 - \$53,533

Work Schedule/Requirements: Standard work hours of Monday-Friday from 8am to 5pm (occasional evenings and weekends as required)

Job Position Summary:

This position is a working supervisor in the Streets Division, leading crews in the maintenance & repair of streets, sidewalks, signage, catch basins and drains; and facilities as well as assisting with special events & emergencies. Supervised by Town Manager.

Duties and Responsibilities:

- Plans short-term projects and ongoing daily activities of the department, and provides input on long-term planning for major projects and emergency response to weather conditions.
- Work involves training employees, assigning of crews and employees to work areas, inspection of work during and/or upon completion, and evaluation of performance to ensure established standards and work procedures are maintained.
- Work includes administrative and customer service duties such as employee evaluations, budget projections, purchase of supplies and materials and handling citizen inquiries and complaints.
- Knowledgeable with a variety of heavy equipment used in streets and related public works fields.
- Maintenance of public utilities, infrastructure, public buildings, streets, storm drainage, rights-of-way, parks, and landscaping.
- Mow and weed eating public lands, aerate, sew and fertilize grass; cut and remove trees; apply pesticides and maintain records of pesticide application.
- Must be able to drive and operate a Town vehicle and equipment including loading and unloading trailers. Drive a dump truck to haul gravel, dirt, topsoil, garbage, etc.
- Maintain street sign and town-maintained roadways.
- Assists with meter/tap installations or replacements, and repairs of water lines as needed by water distribution ORC.
- Follow and train safety protocols.
- Ability to maintain effective working relationships with other employees.
- Assist in other departments as needed to provide Town services.

Minimum Qualifications:

- High School Diploma or GED – equivalent combination of education and experience considered
- Maintain a current NC driver's license
- General knowledge of the use of common hand and specialized power tools
- Operate necessary equipment (zero turn lawn mower & equipment)

- Ability to perform labor for extended periods, sometimes under unfavorable weather conditions; must be able to lift, move, or carry heavy objects up to 60 lbs.
- Ability to follow verbal and written assignments; establish & maintain effective working relationships with coworkers.