

# THE TOWN OF *Batesburg-Leesville*

## **JOB POSTING** **UTILITIES DIRECTOR OF OPERATIONS/PROJECT MANAGER**

The Town of Batesburg-Leesville is seeking applications for the position of Utilities Director of Operations/Project Manager. Under limited supervision, performs technical, administrative, and supervisory work in managing, planning, and directing all activities, operations, and personnel of the Utilities Department to include water, wastewater, and distribution systems and programs. Work involves directing all projects and programs for the department; and preparing and maintaining departmental budget and monitoring expenditures. The position reports to the Town Manager.

### **Job Duties**

- Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.
- Manages, plans, and directs all activities, operations, and personnel of the Utilities Department.
- Ensures water plant, wastewater plant, meter readers and water/wastewater distribution crew have all necessary equipment and materials necessary to perform daily activities.
- Prepares department annual budget; monitors capital expenditures.
- Handles the responsibility for long range planning for capital expansion and/or maintenance of water, and wastewater systems; remains abreast of modern regulations; devises plans to remain in compliance.
- Writes specifications for all equipment and services used by Utilities Department; reviews and makes recommendations of bids received.
- Performs other duties as assigned by Town Manager.

### **Qualifications**

- Minimum of Associates degree, but Bachelors degree preferred in Management or closely related field of study, or an equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities.
- Six to nine years of experience in utility operations and maintenance.
- Five to 10 years of experience in management or in supervisory role.
- Must possess and maintain a valid South Carolina driver's license.

**Salary Info:** Dependent upon experience. The position is full-time with benefits. Benefits include state retirement, medical, dental, vision, paid annual and sick leave, and 13 paid holidays.

### **How to apply**

Please submit a Cover Letter and Resume to Danna Leaphart (dleaphart@batesburg-leesville.org), HR Clerk, with *Utilities Director of Operations/Project Manager* in the subject line.

**Deadline:** Open till filled

The Town of Batesburg-Leesville is an Equal Opportunity Employer. The Town of Batesburg-Leesville does not discriminate in employment on account of race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, physical or mental disability or any other legally protected status.