

Warren County Human Resources  
602 West Ridgeway Street  
P.O. Box 619  
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm  
Telephone: (252) 257 7132  
Facsimile: (252) 257-5971  
www.warrencountync.com

## **EMPLOYMENT OPPORTUNITY WARREN COUNTY PUBLIC UTILITIES DEPARTMENT**

**POSITION:** Public Utilities Director

**DUTIES:** Plans, organizes & directs the County's water distribution, wastewater collection/treatment & related operations; serves as County ORC; analyzes present/future water needs & develops plans to meet those needs; develops capital budget & administers enterprise funds; collects water samples & submits them to NCDENR; monitors SCADA system; coordinates work with appropriate agencies, other departments & the County Manager; prepares/maintains records & files; performs related duties as required.

**KNOWLEDGE, SKILLS & ABILITIES:** Thorough knowledge of water management & sanitary engineering; thorough knowledge of public utility administration, planning & design; ability to review/analyze plans & specifications for construction of water & sewer facilities; ability to formulate/execute operational policies & procedures; ability to prepare technical reports; ability to direct the activities of staff; ability to establish/maintain effective working relationships with County officials, other public officials, associates, contractors & the general public.

**EDUCATION/EXPERIENCE:** Any combination of education & experience equivalent to graduation from an accredited community college with major course work in Civil or Sanitary Engineering or related field & considerable experience of a wide & progressively responsible nature in public utilities management.

**SALARY:** \$60,181 - \$96,289 annually

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Warren County applications will be accepted **Until Filled** at the Division of Employment Security (formerly the Employment Security Commission), 309 N. Main Street, Room 123, Warrenton, North Carolina 27589 or at the Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC 27589. Applications are available at [www.warrencountync.com](http://www.warrencountync.com).

*Warren County is a drug free workplace. Positions designated (\*) as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

**Warren County is an Equal Opportunity Employer**

**TDD 1-800-735-2962**

