



1. Agenda Outline

Documents:

[2020 01 05 BOC RECESSED MEETING AGENDA OUTLINE.PDF](#)

2. Agenda Full Version

Documents:

[2020 01 05 BOC RECESSED MEETING AGENDA FULL VERSION.PDF](#)

In accordance with ADA regulations, persons in need of an accommodation to participate in the meeting should notify the County Manager's office at 828-764-9350 at least forty-eight (48) hours prior to the meeting.



**BURKE COUNTY**  
**BOARD OF COMMISSIONERS**  
**RECESSED MEETING**  
**ZOOM VIRTUAL MEETING**  
**MEETING ID: 881 4501 7079**  
**PASSCODE: 068719**  
**YOUTUBE: BURKECOUNTYNC**  
**TUESDAY, JANUARY 5, 2021**  
**4:00 PM**

---

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ITEMS FOR DECISION**
  1. CM - FY 20-21 Budget Follow Up - Presented by Bryan Steen, County Manager
  2. CM – Reclassification of Engineer/General Services Director to General Services Director and Reclassification of Associate Engineer to Assistant General Services Director - Presented by Bryan Steen, County Manager
- 4. ADJOURN**



**BURKE COUNTY  
BOARD OF COMMISSIONERS  
RECESSED MEETING  
ZOOM VIRTUAL MEETING  
MEETING ID: 881 4501 7079  
PASSCODE: 068719  
YOUTUBE: BURKECOUNTYNC  
TUESDAY, JANUARY 5, 2021  
4:00 PM**

---

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ITEMS FOR DECISION**
  1. CM - FY 20-21 Budget Follow Up - Presented by Bryan Steen, County Manager
  2. CM – Reclassification of Engineer/General Services Director to General Services Director and Reclassification of Associate Engineer to Assistant General Services Director - Presented by Bryan Steen, County Manager
- 4. ADJOURN**

**Burke County, North Carolina**  
**Agenda Abstract**  
**Meeting Date: January 5, 2021**



**ITEMS FOR DECISION**

---

**Subject Title: CM - FY 20-21 Budget Follow Up**

**Presented By: Bryan Steen**

**Summary of Information:** As you may recall during the budget process, the County Manager wanted to hold off on certain expenditures until later in the budget year to receive and evaluate actual sales tax distributions and see if the trend was such that addressing the additional expenditures was warranted.

**Budgetary Effect:** Increase revenue and expenses by \$575,000. Net effect is zero.

Increase sales tax revenue by \$575,000.

Increase budgeted salaries and benefits by \$300,000 to fund a 1% bonus to all County employees based on their annual earnings for 2020. This would be paid out January 22 for employees employed as of January 15.

Increase budgeted salaries and benefits by \$75,000 to fund a 1.5% cost of living increase for all County employees. This increase would be effective beginning January 9. The balance of funds needed for this increase is already included in the FY 20-21 budget.

Increase budgeted vehicle purchases for EMS by \$200,000 to fund a new ambulance purchase. The balance of funds needed for this purchase have been received from an insurance settlement on an EMS vehicle wreck.

**County Manager's Recommendation:** Approval is recommended.

**Suggested Motion: To approve the budget amendment as presented.**

**Burke County, North Carolina**  
**Agenda Abstract**  
**Meeting Date: January 5, 2021**



**ITEMS FOR DECISION**

---

**Subject Title: CM – Reclassification of Engineer/General Services Director to General Services Director and Reclassification of Associate Engineer to Assistant General Services Director**

**Presented By: Bryan Steen**

**Summary of Information:** Burke County's Engineer/General Services Director position has recently become vacant. The position and job duties have been reviewed by the County Manager, Deputy County Manager/Planning Director and Human Resources Director. During this review process, it was determined that the duties of the position that require a greater degree of attention and focus are related to the efficient management and operations of the various units that comprise the General Service Department. The engineering aspects of the position can be performed by outside engineering firms, as has historically been the case over the past several years.

The job duties of the Associate Engineer position have also been reviewed to ensure proper organizational alignment in association with the recommended changes to the Engineer/General Services Director position. It is recommended that the title of the Associate Engineer position be reclassified to Assistant General Services Director.

**Budgetary Effect:** None.

**County Manager's Recommendation:** Approval is recommended.

**Suggested Motion: To reclassify the Engineer/General Services Director position, pay grade 34, to General Services Director, pay grade 34 and to reclassify the Associate Engineer position, pay grade 27 to the Assistant General Services Director, pay grade 27 and update the Burke County pay plan.**



Burke County Government  
Class Specification

**(PROPOSED)**

CLASS TITLE: GENERAL SERVICES DIRECTOR  
DEPARTMENT: General Services  
REPORTS TO: Deputy County Manager  
CATEGORY:  
PAY GRADE: 34

CLASS CODE: 173  
FLSA STATUS: Exempt  
ESTABLISHED: December 2020  
REVISED:

**GENERAL STATEMENT OF DUTIES:**

Performs complex leadership, professional, and technical work. Provides leadership and comprehensive management of the County's General Services Department which includes, facilities maintenance (preventive maintenance, construction, repair, HVAC, plumbing, electrical), solid waste management, water/sewer management, vehicle maintenance and storm water management.

**DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class plans, organizes and directs the work of employees and contractors engaged in solid waste management, water/sewer operations, facility/building management, vehicle maintenance and other departmental services. The employee provides technical advice and assistance to the County Manager and the Board of Commissioners in the long-range planning, construction, improvement, capacity management, environmental compliance, citizen and inter-governmental relations, and maintenance of water and environmental resources. The employee is responsible for administrative oversight of such programs through delegated responsibilities of individual departmental supervisors and their staffs and is responsible for ensuring the department follows and complies with all Local, State and Federal Regulations. Work involves working closely with various professional engineering and architectural consultants. Work includes project management, contract management, preparation and management of the department's annual budget, personnel administration and resolution of citizen or stakeholder concerns related to the General Services Department. The employee represents the County to a wide variety of stakeholders, including but not limited to, citizens, Local, State, and Federal officials, County Administration, and County Department Heads. Work is performed independently and in coordination with the County Manager and other County officials. Work is performed under the general direction of the Deputy County Manager and is evaluated by review of reports, conference, and acceptance by the community.

**DUTIES AND RESPONSIBILITIES:**

- **LEADERSHIP:** Directly Supervises General Services administration, and indirectly provides leadership to multiple teams—water/sewer, solid waste, and building facilities. Reviews project schedules and status reports. Oversees the selection, promotion, training, counseling, and disciplining of department personnel in consultation with County Manager and Human Resources staff; meets frequently with subordinate supervisors to solve more complex problems; sets priorities and deadlines and provides guidance and direction.
- **PROJECT MANAGEMENT:** Develops a cost-effective plan and schedule for completion of projects following a logical pattern for prioritization and utilization of resources. Tracks and controls construction schedules and associated costs to achieve completion of projects within time and monies allocated. Plans, organizes, and

monitors a variety of contracted work; coordinates with consulting engineers and contractors; makes field inspections of projects to review progress and ensure completion.

- COMPLIANCE: ensures regulatory and safety compliance. Oversees and participates in changes in regulations regarding water/sewer, solid waste, stormwater management, facilities maintenance, safety, and other related issues.
- FACILITY CONSTRUCTION/REPAIR: Coordinates employees and contractors to prioritize and ensure deadlines are met regarding facility repair and construction.
- SELECTION AND COORDINATION OF SUBCONTRACTORS: Selects and coordinates work of subcontractors working on various phases of projects per County policy. Oversees performance and quality of work of all trade contractors and reviews architectural and engineering drawings to make sure that all specifications and regulations are being followed.
- CONTRACT ADMINISTRATION/PERMITTING/LICENSING: Responsible for proper administration of departmental contracts and for obtaining all necessary permits and licenses.
- COMMUNICATION: Engages in considerable personal communications with Burke County Administration, Commissioners, Department Heads, Citizens, and other stakeholders concerning service requests and complaints; investigates and decides or recommends actions
- COUNTY BOARD OF COMMISSIONERS REPRESENTATION: Attends County Board of Commissioner's meetings to represent the General Services Department. Makes technical and Engineering recommendations.
- BUDGET MANAGEMENT: Prepares and monitors the department's operating and capital budgets; monitors and approves expenditures; conducts rate analyses
- ENGINEERING RECOMMENDATIONS AND/OR DESIGN: May perform preliminary engineering design, as appropriate for small projects. Coordinates design and construction of related infrastructure.
- Performs other duties as assigned.

#### **RECRUITMENT AND SELECTION GUIDELINES:**

##### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Record of success supervising and leading a large team, including but not limited to effective communications, motivation, staffing, and coaching.
- Demonstrated excellence related to project management of simultaneous, multiple, complex projects.
- Ability to maintain effective working relationships with County officials, other public officials, employees, contractors, and the public.
- Knowledge of civil engineering design principles and engineering practices as applied to departmental functions.
- Knowledge of the principles and practices regarding the management of water/sewer facilities, solid waste management, facilities management, and project management.
- Knowledge of related local, state, and federal laws and regulations.
- Knowledge of the equipment and materials used in the construction, maintenance and repair of water and sewer facilities, solid waste management landfill and remediation sites, building construction and maintenance, vehicle maintenance and stormwater management.
- General knowledge of modern governmental budgeting, personnel and purchasing practices, and information systems applications to functions managed.
- General knowledge of the principles and practices, laws and regulations relating to supervised functions.
- Ability to interpret and prepare complex and detailed records and reports.
- Ability to present ideas effectively in oral and written form.

**DESIRABLE EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with a bachelor's degree in public administration, civil engineering, construction management or related field and 5 to 7 years' experience in public administration, project management, civil engineering, or facilities maintenance; or an equivalent combination of education and experience.
- Experienced, politically skilled leader
- Must possess excellent oral and written communication skills
- Project management certification and/or license as a Professional Engineer in North Carolina, is preferred.

**SPECIAL REQUIREMENTS:**

- Must possess and maintain a valid North Carolina driver's license.
- Ability to relocated to Burke County within 12 months of date of hire.

**PHYSICAL REQUIREMENTS:**

- Must be able to perform the physical life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, fingering, pushing, pulling, lifting, grasping, talking, hearing and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly.
- Must possess visual acuity to produce and review written reports and records including mathematical calculations, operate a computer terminal, analyze data, to read maps, schematic drawings, and plans, and to inspect work to determine accuracy, neatness, and thoroughness.





Burke County Government  
Class Specification

(PROPOSED)

CLASS TITLE: ASSISTANT GENERAL SERVICES DIRECTOR  
DEPARTMENT: GENERAL SERVICES  
REPORTS TO: GENERAL SERVICES DIRECTOR  
CATEGORY:  
PAY GRADE: 27

CLASS CODE: 123  
FLSA STATUS: EXEMPT  
ESTABLISHED: 2020  
REVISED:

**GENERAL STATEMENT OF DUTIES:**

Performs paraprofessional technical, administrative, coordination and supervisory work in the General Services Department.

**DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class is responsible for assisting the General Services Director with various technical activities and assists with coordination and management of the divisions within the department: Facilities Maintenance, Water & Sewer, Grounds, Fleet Management and Solid Waste. Work includes various performance management duties, assisting with the development and management of the department's budget, researching, and recommending service improvements, purchasing, planning, and coordinating bids for major projects and supervising work of contractors during and upon completion to ensure compliance with all federal, state, and local requirements. Employee works with the General Services Director ensuring programs are implemented in concert with service priorities, goals, policies, and procedures. Independent technical and administrative judgment, initiative, problem-solving and analytical troubleshooting skills are required. Public contact requires diplomacy, tact, and courtesy. Work requires on-call and call back availability. Work is performed under the general direction of the General Services Director and is evaluated through periodic conferences, written reports, observation, and acceptance of the public.

**DUTIES AND RESPONSIBILITIES:**

The duties listed below are not inclusive but are characteristic of the type and level of work associated with this class:

- Assists the General Services Director with various technical duties. May assist with plan reviews and represents the department in various capacities related to projects, departmental services, and operations.
- Plans, coordinates, and supervises daily responsibilities of division supervisors.
- Assists with the coordination, management, and implementation of various projects.
- Coordinates and prioritizes work assignments by adjusting for emergencies, work requests and staffing availability.
- Supervises staff in various divisions; reviews and discusses activities with division supervisors.
- Assists the General Services Director with various personnel related activities, including participating in the recruitment/selection process, employee training, performance management, and provides feedback and recommendations related to employment related disciplinary actions; explains and interprets personnel policies as needed and coordinates actions with Human Resources Department.

- Ensures staff is informed of changes in technology, laws, codes, or regulations regarding individual departments; ensures safety regulations, standards, policies, and procedures are implemented, and the storage and security of materials.
- Conducts research regarding alternative methods and services in solid waste management, water and sewer, construction, maintenance, repair and construction to buildings/ facilities, grounds surrounding county buildings and vehicle maintenance and repair; recommends projects, improvements and efficient methods and systems.
- Inspects condition of County's buildings and determines needed repairs and maintenance; determines needs, selects, and purchases equipment; evaluates project sketches or blueprints and cost estimates to make implementation decisions; supervises project contractors during project work.
- Prepares or participates in preparation of specifications for materials and equipment; coordinates bidding on projects such as roofing, general cleaning, etc.; inspects work of outside contractors for adherence to plans and specifications; makes field inspections of projects to review progress and ensure completion, and adherence to proper safety regulations and procedures.
- Consults with outside authorities and agencies regarding facility maintenance and environmental issues.
- Works closely with County departments on services such as vehicle maintenance and scheduling services and repairs.
- Confers with the General Services Director on planning, budget requirements and projections, policies and procedures, goals, and priorities; provides recommendations with supporting justification prioritizing requests from each division; recommends priorities; continually reviews and recommends changes in budget for service operations and with division supervisors; obtains quotes, purchases, and maintains inventory of supplies and parts; coordinates with the County purchasing agent.
- Troubleshoots and resolves problems and complaints from the public; handles complaints from department heads relating to services; resolves problems with vendors and/or staff.
- Works closely with the General Services Director, Finance Director, County Manager, other department heads as well as architects, contractors, and state agency officials.
- Prepares and maintains records and reports.
- Performs related duties as required.

## **RECRUITMENT AND SELECTION GUIDELINES**

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- General knowledge of engineering specifications and standards relating to areas of public work.
- Considerable knowledge of the principles and practices of daily operations of General Services for public entity.
- Considerable knowledge of current trends and developments in the field of building construction, renovations, and maintenance.
- Considerable knowledge of equipment and materials used in construction and maintenance.
- Considerable knowledge of methods, operating and maintenance requirements of the mechanical, electrical, heating, air conditioning, plumbing equipment systems, and materials used in maintenance and repair of buildings, facilities, grounds, and equipment.
- Considerable knowledge of building and fire codes.
- Considerable knowledge of occupational hazards and safety precautions involved in work.
- Considerable knowledge of modern effective leadership and supervisory theories, principles and practices including delegation, communication, motivation, staffing, coaching and performance evaluation and the skills to use effectively.
- Working knowledge of the public sector budgeting, personnel and purchasing practices.
- Working knowledge of and skill in operating a computer including word processing and spreadsheet software.

- Skills in problem solving and formulating strategies involving appropriate staff and professionals in the process.
- Skills in reading and interpreting plans, specifications, and blueprints and to compare them with standard approved specifications.
- Ability to inspect and analyze condition of properties and grounds and project necessary repair and/or renovation requirements.
- Ability to estimate the cost and length of time required for the completion of various projects.
- Ability to interpret and prepare complex and detailed records and reports and ensure accuracy.
- Ability to communicate effectively in oral and written forms including making presentations.
- Ability to plan, organize and supervise the work of others and to set priorities.
- Ability to exercise sound judgment.
- Ability to establish and maintain effective working relationships with superiors, department heads, private contractors, supervisors, employees, and citizens.

#### **PHYSICAL REQUIREMENTS:**

- Must be able to physically perform the basic life operational functions of climbing, standing, walking, talking, crawling, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, grasping, feeling hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, to inspect the work of others for quality, accuracy, and thoroughness, to operate a computer, to read extensively, and to inspect; assemble or fabricate small parts or moving equipment; to operate hand tools and equipment.

#### **DESIRABLE EDUCATION AND EXPERIENCE:**

Graduation from an accredited community or technical college with a two-year associate degree in civil engineering, construction management, or related field and progressively responsible administrative and supervisory experience involving a variety of building maintenance, repair, and construction work; or an equivalent combination of education and experience.

#### **SPECIAL REQUIREMENTS:**

Must possess a valid North Carolina driver's license.

Must possess or obtain, then maintain the following certifications:

- Grade B Water Distribution Certification
- Cross Connection & Backflow Certification
- Surface or Well Grade C Treatment Certification
- Grade II Wastewater Collection Certification



Burke County Government  
Class Specification

**(CURRENT)**

CLASS TITLE: ENGINEER/GENERAL SERVICES DIRECTOR  
DEPARTMENT: General Services  
REPORTS TO: Deputy County Manager/Planning Director  
CATEGORY:  
PAY GRADE: 34

CLASS CODE: 173  
FLSA STATUS: Exempt  
ESTABLISHED: 2008  
REVISED: July 1, 2018

**GENERAL STATEMENT OF DUTIES:**

Performs difficult professional, technical, and administrative work planning, organizing, and directing a variety of public works activities including engineering services; water distribution and sewer line construction and operations; solid waste management; facility management; vehicle maintenance; and stormwater management. Provides engineering and technical assistance to County officials and County departments.

**DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class plans, organizes and directs the work of employees and contractors engaged in solid waste management utility operations, facility management, vehicle maintenance and other departmental services. The employee provides technical advice and assistance to the County Manager and the Board in the long-range planning, construction, improvement, capacity management, environmental compliance, citizen and intergovernmental relations, and maintenance of water and environmental resources. The employee is responsible for administrative oversight of such programs through delegated responsibilities of individual departmental supervisors and their staffs. Work also involves serving as in-house engineering consultant to County staff. Work includes contract management, handling citizen issues, and budget and personnel administration of the department. The employee represents the County to a wide variety of citizens, developers, state, and federal regulatory officials, etc. Work is performed independently and in coordination with the County Manager and other County officials. Work is performed under the general direction of the Deputy County Manager and is evaluated by review of reports, conference, and acceptance by the community.

**DUTIES AND RESPONSIBILITIES:**

**ESSENTIAL DUTIES AND TASKS:**

- Advises County Manager and officials on public works and public utilities projects and operations falling under the responsibility of the General Services Department.
- Researches and recommends long range plans and strategies for meeting citizen service needs; researches and recommends policy changes to the County Manager and Board of Commissioners.
- Oversees the selection, promotion, training, counseling, and disciplining of department personnel in consultation with County Manager and Human Resources staff; meets frequently with subordinate supervisors to solve more complex problems; sets priorities and deadlines and provides guidance and direction.

- Coordinates design and construction of infrastructure; plans, organizes, and monitors a variety of contracted work; coordinates with consulting engineers and contractors; makes field inspections of public works projects to review progress and ensure completion.
- Engages in considerable personal contact with citizens and other County agencies as well as other governmental agencies concerning service requests and complaints; investigates and decides or recommends actions; coordinates projects with other departments and provides engineering and technical advice; attends County Board meetings to represent the Department.
- Performs engineering design of some small projects or preliminary designs. Oversees the preparation and reviews departmental operating and capital budgets; monitors and approves expenditures; conducts rate analyses and recommends structures and amounts.
- Oversees and participates in changes in regulations regarding water, wastewater, solid waste, stormwater management, safety, and other related issues.
- Performs other duties as assigned.

### **RECRUITMENT AND SELECTION GUIDELINES:**

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of civil engineering design principles and engineering practices as applied to departmental functions.
- Thorough knowledge of the principles and practices of public works and water and environmental resources administration, planning and construction.
- Thorough knowledge of related County policies, state and federal laws and regulations.
- Knowledge of the equipment and materials used in the construction, maintenance and repair of water and sewer treatment, distribution and collection systems, solid waste management landfill and remediation sites, building construction and maintenance, vehicle maintenance and stormwater management.
- General knowledge of modern governmental budgeting, personnel and purchasing practices, and information systems applications to functions managed.
- General knowledge of the principles and practices, laws and regulations relating to supervised functions.
- Ability to supervise subordinate supervisors including effective communications, motivation, staffing, and coaching.
- Ability to interpret and prepare complex and detailed records and reports.
- Ability to maintain effective working relationships with County officials, other public officials, employees, contractors, and the public.
- Ability to present ideas effectively in oral and written form.

#### **PHYSICAL REQUIREMENTS:**

- Must be able to perform the physical life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, fingering, pushing, pulling, lifting, grasping, talking, hearing and repetitive motions.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently; and/or up to 10 pounds of force constantly.
- Must possess visual acuity to produce and review written reports and records including mathematical calculations, operate a computer terminal, analyze data, to read maps, schematic drawings, and plans, and to inspect work to determine accuracy, neatness, and thoroughness.

**DESIRABLE EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with a bachelor's degree in Civil Engineering, or related field, and 5 to 7 years' experience in Engineering Design and Program Management in municipal or county engineering, public works, or water or environmental resources field; or an equivalent combination of education and experience.

**Special Requirements**

- Licensed as a Professional Engineer in North Carolina.
- Possession of a valid North Carolina driver's license.



Burke County Government  
Class Specification

(CURRENT)

CLASS TITLE: ASSOCIATE ENGINEER  
DEPARTMENT: GENERAL SERVICES  
REPORTS TO:  
CATEGORY:  
PAY GRADE: 27

CLASS CODE: 123  
FLSA STATUS: EXEMPT  
ESTABLISHED: 2007  
REVISED:

**GENERAL STATEMENT OF DUTIES:**

Performs paraprofessional technical engineering, administrative, coordination and supervisory work in the General Services Department.

**DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class is responsible for assisting the Director with technical engineering activities and with coordinating and managing the operations of department divisions including: Facilities Maintenance, Water & Sewer, Grounds, and the Landfill. Work includes various performance management duties, budget development and management, researching and recommending service improvements, purchasing, planning, and coordinating bids for major projects; and supervising work of contractors during and upon completion to ensure compliance with all codes and requirements. Employee works with the Director ensuring programs are implemented in concert with service priorities, goals, policies, and procedures. Independent technical and administrative judgment, initiative, problem-solving and analytical troubleshooting skills are required. Public contact requires diplomacy, tact, and courtesy. Work requires being on-call twenty-four hours a day to assist with emergencies. Employee is subject to hazards associated with public works including working in both inside and outside environments, in extreme hot and cold weather, and occasionally exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, and oils. Work is performed under the general direction of the General Services Director and is evaluated through periodic conferences, written reports, observation, and acceptance of the public.

**DUTIES AND RESPONSIBILITIES:**

- The duties listed below are not inclusive, but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties as well as other related duties:
- Assists the Engineer/Director with technical engineering duties. May assist with plan reviews and attends various meetings related to projects, department services, etc. with the Engineer/Director, County Manager, other county department heads, etc.; performs paraprofessional engineering duties.
- Plans, coordinates, and supervises daily responsibilities of division supervisors, plans work on daily basis and for longer term projects; makes work assignments, adjusting for priorities, emergencies, work requests and staffing.
- Supervises staff in various divisions; reviews and discusses activities with division supervisors; coordinates staff assignments and work priorities and support between divisions to meet workload demands.
- Participates in various personnel management decisions, including selection and recommends hiring, disciplinary, dismissal or promotion actions; discusses employee performance issues with division supervisors and approves disciplinary actions; coaches and evaluates supervisors' performance; provides input on performance evaluations and initiates disciplinary action; explains and interprets personnel policies as needed and coordinates actions with Human Resources Department; assists with ensuring training is provided.

- Ensures staff is informed of changes in technology, laws, codes, or regulations regarding individual departments; ensures safety regulations standards, policies and procedures are implemented, and the storage and security of materials.
- Conducts research regarding alternative methods and services in solid waste management, water and sewer construction, maintenance, repair and construction to buildings/ facilities, grounds surrounding county buildings and vehicle maintenance and repair; recommends projects, improvements and efficient methods and systems.
- Inspects condition of County buildings and determines needed repairs and maintenance; determines needs, selects, and purchases equipment; evaluates project sketches or blueprints and cost estimates to make implementation decisions; supervises project contractors during project work.
- Prepares or participates in preparation of specifications for materials and equipment; coordinates and oversees bidding on projects such as roofing, general cleaning, etc.; inspects work of outside contractors for adherence to plans and specifications; makes field inspections of projects to review progress and ensure completion, and adherence to proper safety regulations and procedures.
- Consults with outside authorities and agencies regarding facility maintenance and environmental issues.
- Works closely with division on services such as vehicle maintenance on scheduling service and repairs, and recycling of mixed papers, metals, and glass, etc.
- Confers with the Director on planning, budget requirements and projections, policies and procedures, goals, and priorities; provides recommendations with supporting justification prioritizing requests from each division; continually reviews and recommends changes in budget for service operations and with division supervisors; obtains quotes, purchases, and maintains inventory of supplies and parts; coordinates with the County purchasing agent.
- Troubleshoots and resolves problems and complaints from the public; handles complaints from department heads relating to services; resolves problems with vendors and/or staff; may terminate contracts.
- Works closely with the department Director, Finance Director, County Manager, other department heads, Finance department as well as architects and contractors, and state agency officials.
- Prepares and maintains records and reports.
- Performs related duties as required.

## **RECRUITMENT AND SELECTION GUIDELINES**

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of engineering specifications and standards relating to areas of public work involved in managing.
- Considerable knowledge of the principles and practices of daily operations of General Services of Burke County.
- Considerable knowledge of current trends and developments in the field of building construction, renovations, and maintenance. Considerable knowledge of equipment and materials used in construction and maintenance.
- Considerable knowledge of methods, operating and maintenance requirements of the mechanical, electrical, heating, air conditioning, plumbing equipment systems, and materials used in maintenance and repair of buildings, facilities, grounds, and equipment.
- Considerable knowledge of building and fire codes.
- Considerable knowledge of occupational hazards and safety precautions involved in work.
- Considerable knowledge of modern effective leadership and supervisory theories, principles and practices including delegation, communication, motivation, staffing, coaching and performance evaluation and the skills to use effectively.
- Working knowledge of the County's budgeting, personnel and purchasing practices.
- Working knowledge of and skill in operating a computer including word processing and spreadsheet software.
- Skills in problem solving and formulating strategies involving appropriate staff and professionals in the process.



- Skills in reading and interpreting plans, specifications, and blueprints and to compare them with standard approved specifications.
- Ability to inspect and analyze condition of properties and grounds and project necessary repair and/or renovation requirements.
- Ability to estimate the cost and length of time required for the completion of various projects.
- Ability to interpret and prepare complex and detailed records and reports and ensure accuracy.
- Ability to communicate effectively in oral and written forms including making presentations.
- Ability to plan, organize and supervise the work of others and to set priorities.
- Ability to exercise sound judgment to solve General Services problems.
- Ability to establish and maintain effective working relationships with superiors, department heads, private contractors, subordinate supervisors, employees, and citizens.

#### **PHYSICAL REQUIREMENTS:**

- Must be able to physically perform the basic life operational functions of climbing, standing, walking, talking, crawling, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, grasping, feeling hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, to inspect the work of others for quality, accuracy, and thoroughness, to operate a computer, to read extensively, and to inspect; assemble or fabricate small parts or moving equipment; to operate hand tools and equipment.

#### **DESIRABLE EDUCATION AND EXPERIENCE:**

Graduation from an accredited community or technical college with a two-year associate degree in civil engineering and progressively responsible administrative and supervisory experience involving a variety of building maintenance, repair, and construction work.

#### **SPECIAL REQUIREMENTS:**

Must possess a valid North Carolina driver's license.

Must possess or obtain, then maintain the following certifications:

- Grade B Water Distribution Certification
- Cross Connection & Backflow Certification
- Surface or Well Grade C Treatment Certification
- Grade II Wastewater Collection Certification