



Town of Belville

North Carolina

Position of Public Works Director

Description

The Town of Belville is seeking a full-time employee who will be responsible for planning, directing, and participating in the daily operations and long-term management of the Town's public works functions. This position oversees streets, stormwater, sanitation, buildings and grounds, fleet, and related infrastructure. In a small-town environment, the Public Works Director is a working supervisor who performs administrative, technical, and field duties while ensuring safe, efficient, and cost-effective delivery of services to residents.

Salary range: Dependent on qualifications and experience. Comprehensive benefits package includes health insurance, retirement, paid leave, and training opportunities.

Position will remain open until filled.

Duties

Administration & Leadership

- Plans, organizes, and directs all public works operations and personnel under the direction of the Town Manager and Board of Commissioners. Reports directly to the Assistant Town Manager.
- Supervises, trains, schedules, and evaluates public works staff.
- Develops departmental goals, policies, procedures, and work plans.
- Prepares and administers the public works operating and capital budgets.
- Makes purchasing recommendations and oversees inventory and equipment.
- Responds to citizen inquiries, complaints, and service requests.

Operations & Maintenance (Oversees maintenance and repair of):

- Streets, sidewalks, and rights-of-way
- Stormwater and drainage systems
- Town-owned buildings, parks, and grounds
- Fleet vehicles and equipment
- Participates in hands-on field work as needed.
- Coordinates emergency response for weather events, infrastructure failures, and other incidents.
- Ensures proper signage, traffic control, and work zone safety.

Utilities & Regulatory Compliance

- Ensures compliance with state and federal regulations.
- Maintains accurate operational records and documentation.
- Serves as the primary contact with regulatory agencies and utility partners.



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Duties (continued)

Capital Projects & Planning

- Assists with planning, design, and management of capital improvement projects.
- Works with engineers, contractors, and grant administrators.
- Monitors project schedules, budgets, and compliance requirements.
- Assists with grant applications and reporting, as applicable.

Coordination & Communication

- Works closely with Town Manager, governing board, and other departments.
- Attends board meetings as needed to present reports and recommendations.
- Coordinates with utility providers, contractors, and neighboring jurisdictions.
- Promotes a culture of safety, efficiency, and customer service.

Knowledge, Skills and Abilities

- Knowledge of public works operations, utilities, and infrastructure maintenance.
- Working knowledge of applicable safety standards and environmental regulations.
- Ability to supervise staff and manage multiple priorities with limited resources.
- Strong problem-solving and decision-making skills.
- Ability to perform physically demanding work and operate equipment when needed.
- Effective written and verbal communication skills.
- Ability to interact professionally with elected officials and the public.

Minimum Qualifications

- High school diploma or GED required; associate degree or technical training preferred.
- Five (5) or more years of experience in public works, utilities, or infrastructure maintenance, including supervisory experience.
- Valid driver's license required; CDL preferred or ability to obtain within a specified timeframe.
- Applicable state certifications preferred or required within a designated period.

Physical and Working Conditions

- Regular work outdoors in varied weather conditions.
- Requires lifting, climbing, bending, and operating machinery.
- Subject to after-hours, weekend, and on-call emergency response.



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ADA Compliance and Physical, Visual, Verbal, and Haptic Ability

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, and sit.

Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move up to 50 pounds.

This job description does not create an employment contract, implied or otherwise.
The Town of Belville is an Equal Opportunity Employer.



Town of Belville North Carolina

About Belville

Our Community

Located in Brunswick County, the Town of Belville has a geographical area of 1.9 square miles, and a population of 3,100.

Our town borders the Brunswick River and is located five miles from the Cape Fear River and historic downtown Wilmington, and is a short drive to numerous beaches in Brunswick and New Hanover Counties. Brunswick County is one of the fastest growing counties in North Carolina.

Our Vision Statement

The Town of Belville is committed to maintaining its distinctive Small Town Character and taking a leadership role in revitalization. We are focused on historical education, recreation, and a place for our citizens and businesses to thrive.

Our Focus

We recognize the need to be good stewards of our natural spaces, to foster a culture of engaged community members, and grow and develop our town responsibly. Belville is focused on economic development and revitalization, and desires to create a community for people to live, work, and shop. Our Vision 2030 Plan aims to achieve our goals of smart growth and continued improvement. We maintain close ties to surrounding municipalities with the mindset that improvement and progress is a team effort.



How to Apply

To apply, please complete our Employment Application and submit it along with your resume through one of the following methods:

1. Email materials to townmanager@townofbelville.com OR
2. Mail materials to 497 Olde Waterford Way, Suite 200 Belville, NC 28451, Attention: Town Manager.

Application Form can be found at <https://townofbelville.com/jobs/>