

Position: Assistant Public Works Director

The Town of Pendleton is accepting applications for an Assistant Public Works Director with the Public Works Department. As an Assistant Public Works Director, you perform various supervisory, skilled, technical, and maintenance work in planning, repairing, and maintaining Town streets, sewer, water, and drainage lines, facilities, and systems. You will assist with long-term planning, regulatory compliance, and departmental budgeting to ensure efficient and sustainable operations.

Position hours: Full-time position

Job duties:

- Plans, schedules, and implements maintenance and construction activities designed to maintain and repair street, water, sewer, and drainage services for the Town; oversees construction and maintenance work to determine acceptability and conformance to standards.
- Trains, supervises, instructs, directs, and disciplines employees performing the duties of maintenance, construction, and repair of water, sewer, street, and drainage facilities.
- Supervises the control and use of, and assumes responsibility for all materials, supplies, and equipment used in the maintenance, construction, and repair of streets, water, sewer collection, and drainage systems and other department facilities.
- Purchases needed supplies for the department and maintains a variety of records relating to equipment, supply inventory, and reports; obtains necessary parts, tools, and supplies from the storeroom.
- Ensures that streets are kept free of litter and that grass along highways is mowed and maintained.
- Supervises, instructs, and assists assigned crews in installing catch basins, water and sewer lines, and street signs.
- Provides assistance to contractors by locating water and sewer taps and lines as needed.
- Assists the Director with preparing and monitoring department budgets. Reviews expenditures and identifies opportunities for cost savings and efficiency.
- Works on an on-call, 24-hour basis for purposes such as: cleaning up chemical spills, maintaining sewer pipelines and drainages, scraping Town lots of ice and snow for use by emergency vehicles, and removing and/or marking road obstructions.

- Ensures departmental compliance with federal, state, and local regulations (EPA, OSHA, DHEC, etc.), including permitting, reporting, and inspections.
- Serves as acting Director of Public Works as needed.

Qualifications:

- Bachelor's degree in a closely related field
- Five (5) years of experience relating to the construction, repair, and maintenance of sewer, water, street, or drainage systems, including the operation of related maintenance equipment
- Three (3) years supervisory or managerial experience in a related field
- Must possess a valid Water Distribution Class D license or better
- Any equivalent combination of education and experience
- **Pay info: Salary range from \$61,387 - \$78,500 with a starting salary of \$70,500** and an excellent benefits package.

How to apply: Please complete an application which can be picked up at Town Hall at 310 Greenville St., Pendleton, SC 29670 or online at <https://www.townofpendleton.org/apply>.

Resume and application can be mailed to Town of Pendleton, C/O Amyee Crawford, 310 Greenville St., Pendleton, SC 29670, or emailed to amyeeer@townofpendleton.org.

The Town of Pendleton is an Equal Opportunity Employer. No phone calls, please.

Open until filled.