

Assistant Water Resources Director

Title: Assistant Water Resources Director	FLSA Status: Exempt	Supervisory Responsibilities: Yes
Reports to: Water Resources Director	Department: Water/Wastewater Administration	Date Created/Last Evaluated: March 2026
Schedule: Monday – Friday 8 a.m.- 5 p.m.		
<p>Summary The position of Water Resources Assistant Director will provide leadership and support to the Water Resources Director and is responsible for planning, organizing, directing, and coordinating administrative and operational activities of the Water Resources Department. Work involves coordinating and supervising the work of operating division supervisors/managers and their staff to include Administration, Water Treatment, Wastewater Treatment and Construction and Maintenance of the Collection and Distribution Systems. Employee may represent the department in the absence of the Water Resources Director and does related work as required.</p>		
<p>Qualification Requirements To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>		
<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Bachelor’s degree in environmental sciences, biology, chemistry, engineering, public administration, or a closely related field or four years related work experience • Extensive experience in the operation of water and/or wastewater treatment systems and the maintenance and construction of the distribution and collection systems, project management, contract administration, budget administration • Considerable supervisory experience • Valid NC driver’s license or valid out-of-state driver’s license with the ability to obtain a valid NC driver’s license within sixty days of employment and good driving record 		
<p>Preferred Qualifications</p> <ul style="list-style-type: none"> • Possession of Grade A Water certificate and Grade IV Wastewater certificate as issued by the State of North Carolina. • Master’s degree in environmental sciences, biology, chemistry, engineering, public administration, or a closely related field or five years related work experience 		
<p>Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • Comprehensive knowledge of theories, principles and best business practices of treatment plant operation, distribution and collection systems, public utility administration, planning and budget control • Comprehensive knowledge of the local, state, and federal laws and regulations relating to operations, maintenance, and laboratory functions of the water and wastewater treatment plants and distribution and collection systems • Thorough knowledge of the occupational hazards and safety precautions associated with the work • Thorough knowledge of water and wastewater design and public safety regulations • Thorough knowledge of the principles and practice of engineering and the methods and materials utilized in the planning, design, operation and construction of system and facilities • Thorough knowledge of the use of GIS, SCADA and other departmental specific applications • Thorough knowledge of budget preparation, purchasing, and personnel policies and practices of the organization • Knowledge and understanding of environmental sciences, engineering technology and mathematics required to perform duties • Working knowledge of the use of standard office equipment and applicable software applications (i.e. Microsoft Office) • Strong analytical and data processing skills • Knowledge of effective supervisory practices • Ability to conduct detailed analytical evaluations and studies and to prepare related reports, presentations and recommendations • Ability to present complex ideas and topics effectively both orally and in writing • Ability to recognize legal implications and involve appropriate officials and counsel • Ability to formulate operational policies and procedures; ability to interpret and prepare complex technical reports • Strong leadership particularly in vision, strategic planning, employee motivation, team building, and personnel resources • Ability to plan and supervise the work of a large staff, both professional and technical personnel, at multiple locations, establish effective interdepartmental communications, and work as part of a collaborative team • Ability to present complex ideas and topics effectively both orally and in writing • Ability to exercise initiative and independent judgment • Ability to recognize legal implications and involve appropriate officials and counsel • Analytical ability and inductive thinking to adapt policies, procedures, and methods to fit unusual and complex situations • Ability to read and comprehend water and wastewater engineering manuals and ensure adherence to NC Department of Environmental Quality regulations • Ability to meet and deal courteously with the public, exhibiting extraordinary professionalism and customer service skills • Ability to create and maintain effective working relationships with City officials, , media, stakeholders, and customer relations • Ability to create and maintain welcoming and inclusive workplace through positive modeling, mentoring, fostering a culture of respect for all, and valuing the differences and contributions of all team members. 		

Supervisory Responsibilities

Interviews, hires, assigns tasks, evaluates performance, coaches, counsels, promotes, and disciplines departmental staff.

Essential Functions

- Plans, organizes, directs, oversees, prioritizes, coordinates, reviews, and administers the operations and activities involving water and wastewater treatment, biosolids disposal and the Industrial Pretreatment Program, compost facility, wastewater package plant for effluent water at the municipal golf course, and the operation and maintenance of the distribution and collection systems
- Assists with the development, management and oversight of annual department budgets, capital projects, long-range financial planning, and the revenue requirements to support operations
- Assists with overseeing and directing plant expansion, system renewals and upgrade capital projects including cost analysis, plans and specifications
- Assists with overseeing engineering duties relating to long range planning, project management of engineering studies and major construction projects for the water and wastewater systems
- Administers, directs, and issues industrial discharge permits, as well as fines and penalties associated with such
- Oversees and directs technical and professional firms performing work for the department
- Handles correspondence; prepares and oversees a wide variety of highly technical reports on departmental activities as required by various regulatory agencies
- Responds to emergencies and directs staff at scene
- Obtains and ensures compliance with all regulatory requirements including but not limited to NPDEQ permits, laboratory certifications and sludge disposal programs
- Stays abreast and updated on the latest OSHA regulations dealing with water and wastewater treatment and the handling of chemicals and work conditions associated with such treatment processes and facilities
- Research and recommend strategies for meeting new regulatory requirements
- Serves as primary representative for the City as a member of various water and wastewater regional advisory groups
- Serves as staff liaison to the Lake Thom-A-Lex Authority, which monitors watershed and surrounding recreational activities around the watershed
- Negotiate and resolve sensitive and controversial issues
- Respond to inquiries and complex issues from City officials and the public exhibiting extraordinary professionalism, communication, and customer service techniques
- Implements inclement weather and emergency plans
- Attend and present information to City Council, staff, and professional meetings as necessary

Physical Demands

This is sedentary work that may involve occasional lifting, but no more than 10 pounds at a time, and frequently may require an individual to exert a negligible amount of force by lifting, carrying, pushing, pulling or otherwise moving objects. Sedentary work involves walking and/or standing a minimum of two hours per day and sitting up to six hours per day.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms and vehicles. Use of safe work practices with office equipment is required

Special Requirements

This position may be considered safety sensitive as defined by the Drug and Alcohol-Free Workplace Policy.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.