



Sarah Tyson
Human Resources Director

153 Courthouse Rd. Suite 103
Currituck, NC 27929

252-232-3228 Phone
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RECRUITMENT ANNOUNCEMENT

POSITION: Building Superintendent/Solid Waste Director

GRADE: 62

BEGINNING SALARY: \$47,009.47

LOCATION OF POSITION: Currituck County Historical Courthouse, 153 Courthouse Road, Suite 302, Currituck, North Carolina 27929.

MINIMUM EDUCATION AND EXPERIENCE: Bachelor's degree in business administration, planning or related field, and three to five years of experience in management, preferably related to public works; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

JOB DESCRIPTION: Performs complex duties of supervision and exercises direct administrative and management responsibilities for the County Public Works Facilities Management, Solid Waste/Recycling Department, Mosquito Control, and Public Beach Facilities. Prepares and administers departmental budgets, administers and manages contractual services, has significant accountability for planning, program development and implementation, and supervises and evaluates employees within the departments in accordance with Federal, State and Local environmental laws and regulations. Work requires considerable independent judgment. Individual in this capacity is on call 24 hours per day, 7 days per week. Assigns, directs, evaluates and reviews work of subordinate employees. Reports to the County Engineer.

Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

SPECIAL JOB REQUIREMENT: Possession of a valid North Carolina driver's license. Employment drug test, criminal background check and driver's history screen required of finalist applicant(s).

RECRUITMENT PERIOD: May 24, 2017- until filled.

HOW TO APPLY: Currituck County application required which may be accessed at www.currituckgovernment.com, Currituck County Human Resources Department or North Carolina Department of Commerce, 422 McArthur Street, Elizabeth City, North Carolina.

WHERE TO APPLY: Currituck County Human Resources Office **or** North Carolina Department of Commerce
153 Courthouse Road 422 McArthur Street
Currituck, North Carolina 27929 Elizabeth City, North Carolina 27909
www.currituckgovernment.com Job Referral # NC 10700003

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