



Town of Clayton Utility Operations Superintendent

SALARY	\$35.52 - \$47.95 Hourly \$73,873.00 - \$99,728.00 Annually	LOCATION	Clayton, NC
JOB TYPE	Full-time	JOB NUMBER	25-00826
DEPARTMENT	Water Resources	DIVISION	Water Sewer Operations
OPENING DATE	08/15/2025	CLOSING DATE	9/29/2025 11:59 PM Eastern
HIRING PAY RANGE UP TO:	\$99,728.00		

Description

*** Salary Grade SG*409* *Salary Grade Range: \$73,873.00 - \$125,584.00 ***

Recruitment Range: \$73,873.00 - \$99,728.00

*** Salary offered will be determined based on directly related experience and an offer at the top of the SG is not guaranteed ***

*** Work Location is 653 Veterans Pkwy. Clayton, NC (Johnston County) ***

The Town of Clayton is seeking applicants for a **Utility Operations Superintendent** for the **Water Resources Department**. The Town of Clayton employs more than 340 full-time staff in areas including police, fire, and electric utilities. The Town of Clayton also offers a range of PT positions including positions in Parks & Rec, Library, and Cultural Arts.

The Town of Clayton is the fastest growing town in Johnston County, which is the fastest growing county in the State of North Carolina. The vision for the Town of Clayton includes a thriving town where growth contributes to the quality of life enjoyed by long-time residents and newcomers alike; easy access but with an atmosphere that feels smaller than it is; a system of parks and greenways that connect people and places; neighborhoods with a variety of quality living options; a town that offers opportunities for people to live, create, shop and eat; a bustling and historic downtown, and businesses that are successful, growing, and investing in the community.

Duties & Responsibilities

Performs difficult technical, administrative and management work planning, organizing, and directing work of crews engaged in repair, replacement, and installation of water distribution and sewer collection lines, pumping stations and appurtenances. This position is classified as Service Critical.

- Plans and implements preventive and predictive maintenance programs for hydrants, pumping stations, valves, meters, water mains, and gravity sewer mains.
- Plans, organizes, and supervises employees, equipment, and materials to install, maintain, and repair water and sewer lines, hydrants, meters, valves, and pumping stations; participates in field work when needed.
- Participates in long range planning for system capacity, performance, and regulatory compliance; estimates costs and oversee the contracted construction work; provides input to engineers on studies and design of projects; works with communities outside the Town in management of multiple systems.
- Surveys job sites prior to instructing crews on large or more difficult projects; inspects work during performance and after completion.
- Prioritizes projects and coordinates the use of available equipment, materials, and staff to obtain maximum effectiveness and economy.
- Participates in Town plan review through pre-app, TRC, and reviews construction drawing submittals.
- Participates in project meetings, pre-construction meetings for Town and developer projects.
- Creates reports for internal staff and external agencies as they relate to the distribution and collections systems and their related appurtenances.
- Approves time sheets; purchases and ensures necessary supply of parts, materials, and tools to avoid work delays.
- Prepares budget requests and participates in strategic planning within the department and with broader Town officials.
- Serves as the Operator in Responsible Charge (ORC) for the Town's Water Distribution System and Back-up Operator in Responsible Charge (BORC) of the Town's Collections System.
- Prepares Consumer Confidence Reports (CCR) and the Local Water Supply Plan (LWSP) for the Town's Distribution System.
- Keeps records; prepares reports; prepares material and supply requisitions; maintains adequate inventory and appropriate records.
- Responds to citizen requests, concerns, and issues; performs field review; meets with citizens.
- Instructs crew supervisors in the appropriate safety procedures and enforces their use.
- Oversee the training of workers in proper work methods and techniques.
- Hires employees, provides new employee orientation and training; conducts performance evaluations and coaches' employees on performance; provides motivation, communications, and leadership with staff.
- Reviews Town specifications and details and ensures it is up to date and recommend changes to engineering department.
- Plans, organizes, and supervises employees, equipment, and materials in the preventive and predictive maintenance of sewer pump stations; keeps records, runs reports, review daily logs of pump stations.
- Participate in inspecting contracted construction projects.
- Performs all other duties as directed.

Special Requirements, Education & Experience

- Thorough knowledge of the principles and practices of construction, repairs, and/or maintenance of water and sewer lines and related structures.
- Thorough knowledge of the use of related equipment and materials.
- Thorough knowledge of the occupational hazards and safety precautions of the work.
- Considerable knowledge of related engineering specifications, AWWA requirements, and related environmental laws and regulations.
- Considerable knowledge of the Town's purchasing, budgeting, and personnel policies and procedures.
- Considerable knowledge of the organization's water and sewer customer policies and fees.
- Considerable knowledge of the application of information technology to the work.
- Some knowledge of engineering principles and practices related to distribution and collections systems.
- Skill in customer contact and collaborative conflict resolution.
- Ability to read plans, maps, and drawings.
- Ability to establish and maintain effective working relationships with Town officials, supervisors, peers, subordinates, and citizens.
- Ability to maintain and prepare accurate plans and reports.

Education and Experience required

- High School Diploma or GED required.
- A-Distribution & Grade 3 Collections required.
- CDL class A with Tanker required.
- Minimum of five years supervisory experience related to water distribution and or a sewer collection system maintenance and or construction, including considerable supervisory experience.

OR

Depending on the position, the Town may consider an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

SUBMIT OFFICIAL APPLICATION USING THE TOWN'S CAREER WEBSITE

<https://www.townofclaytonnc.org/>

If you have technical issues submitting your application, please call the NEOGOV (governmentjobs.com) Help Line at 855-524-5627. If there are any questions about this posting, other than your application status, please contact the Human Resources Office. If multiple applications are submitted to an individual posting, only the most recent application received prior to the closing date will be accepted. To check the status of your application, please log on to your NEOGOV account and click "Application Status". It is not necessary to contact the Human Resources Office to check the

status of an application. Normal processing time for applications is 30-45 days from the closing date of the posting.

To obtain veterans preference, you must scan and upload a copy of your DD-214 or discharge orders. Degrees must be accredited by the U.S. Department of Education. Transcripts and degree evaluations may be uploaded with your application. To receive credit for your work history and credentials, you must list the information on the online application form. Any information omitted from the application cannot be considered for qualifying credit. Attached or incorporated resumes (including Text Resume's on the on-line application) WILL NOT be used for screening for qualifying credit. "See Resume" or "See Attachment" WILL NOT be accepted in lieu of completing an on-line application form. Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.

Applicants may be subject to a criminal background check. Credit and motor checks are required for some administrative, finance and operational positions. Applicants will be required to take and pass a Pre-Employment Drug and Alcohol screen once they are verbally given a conditional offer of employment. Depending on the position, employees may be subject to random drug and alcohol screens throughout their employment. Applicants have rights under Federal Employment Laws: Family and Medical Leave Act (FMLA), Equal Employment Opportunity (EEO), and Employee Polygraph Protection Act (EPPA).

Town of Clayton employees enjoy many benefits including a retirement pension plan, 401K membership, Paid Vacation, Sick and Holiday Leave, State Health Plan, and various other benefits. Benefits information can be found by going directly to the Town of Clayton website at: <https://www.townofclaytonnc.org/251/Benefits>.

When a salary range is posted, the actual salary will be based on relevant competencies, knowledge, skills & abilities, internal equity and budgetary considerations pertinent to the advertised position. The Town of Clayton is an Equal Opportunity Employer. Hiring salary will not exceed hiring pay range unless approved by the Town Manager.

Applications may be reviewed to determine if applicants education and experience is more applicable to other vacant positions within the Town.

Employer

Town of Clayton

Address

111 E Second St.
PO Box 879
Clayton, North Carolina, 27520-2459

Phone

919-553-5002

Website

<http://townofclaytonnc.org>

Utility Operations Superintendent Supplemental Questionnaire

*QUESTION 1

Do you have water & wastewater certifications? If so, please list the certifications below. If no, please answer n/a.

*QUESTION 2

Do you have supervisory experience as it relates to water & sewer?

☐ Yes

☐ No

***QUESTION 3**

What software have you used previously for managing water & sewer related duties?

***QUESTION 4**

Are you able to work in inclement weather?

***QUESTION 5**

Are you willing to accept the position if offered at the recruitment range \$73,873.00 - \$99,728.00? (Salary offered will be determined based on directly related experience and an offer at the top of the salary grade is not guaranteed)

☐ Yes

☐ No

*** Required Question**