



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

The Town of Kill Devil Hills is accepting applications for the following position:

WATER DISTRIBUTION SUPERVISOR

Serves as the Supervisor and Operator in Responsible Charge (ORC) of the Town's water distribution system. Work includes managing the Water Systems Division for installing new service taps and meters; locating lines for other utilities; repairing broken lines, meters, hydrants, and other system accessories; and related activities. Inspects work in progress for adherence to design, schedule, materials, standards, and ability to keep accurate records. Supervises and participates in the work of field staff, including reading meters, repairing leaking meters and water lines, locating lines for other contractors, installing new services, and maintaining hydrants and valves. Work also includes administrative duties, including maintaining material inventories, procurement of materials and equipment needed to maintain the distribution system in accordance with the Town's purchasing requirements, managing work orders for the Division, managing payroll of Division staff, and other duties as required.

Applicant will need to have experience in reviewing plans, inspecting contracted installations of water meters, lines, services, hydrants, valves, and other system appurtenances. Supervisory experience is preferred. Must possess a valid N.C. Water Treatment Facility Operator's Grade A-Distribution Certification; must have a valid N.C. driver's license. Salary range for this position is \$64,626 to \$103,402 plus an excellent benefits package.

Town of Kill Devil Hills Employment Applications must be received in the **Administration Department by 5:00 p.m. on November 14, 2025** (or postmarked by that date) submitted to:

Town of Kill Devil Hills
ATTN: Charlene Allen, Assistant Town Manager
102 Town Hall Drive
P.O. Box 1719
Kill Devil Hills, NC 27948

Apply Directly by using the QR code:



To receive an application, please call (252) 449-5300, check the website at www.kdhnc.com, or come to the Town Hall Administration Department.

The Town of Kill Devil Hills is an Equal Opportunity Employer.