

TOWN OF JEFFERSON

Water Resources Director

Job Announcement —

Application Deadline: 3/20/2026

Hiring Range: \$68,240 – \$98,480 annually

The hiring salary range is negotiable and will be determined based on the selected candidate's qualifications, experience, and internal equity.

How to Apply: Submit a completed Town of Jefferson employment application, resume, and cover letter to: Charity Curtis, Town Manager, Town of Jefferson, 302 E. Main St. Jefferson, NC 28640. Applications may also be submitted by email to manager@townofjefferson.org.

The Town's employment application form is available in-person at Jefferson Town Hall or by email at finance@townofjefferson.org.

Job Title: Water Resources Director

Department: Water & Wastewater Utilities

Reports To: Town Manager

Employment Type: Full-Time, Non-Exempt (Salaried)

General Description

The Town of Jefferson (the Town), North Carolina (population approximately 1,600), is seeking a qualified Water Resources Director to oversee and perform the daily operation, maintenance, and repair of the Town's water distribution and wastewater collection and treatment systems. The Town of Jefferson's water system provides service to the local residents as well as small businesses, the local hospital, and local government buildings. This position functions as a working supervisor and alternating primary and secondary system operator, responsible for regulatory compliance, system reliability, and emergency response.

The Water Resources Director serves as the Town's Operator in Responsible Charge (ORC) and is expected to be actively involved in fieldwork as well as required administrative and reporting duties. An employee in this class plans for the operations of plants to treat and provide potable water and to treat and dispose of wastewater in an environmentally safe manner. Work is performed in accordance with state and federal laws and regulations.

Work involves public contact, initiative, and judgement. The employee is subject to the hazards associated with working around raw wastewater and treatment machinery, including hazards of noise, vibration, proximity to moving mechanical parts, electrical current, exposure to chemicals, fumes, odors, dusts, mists, gases, and may be required to enter crawl spaces, sewage and

water line pipes, and other confined spaces, and must use appropriate protective breathing equipment. The employee is also subject to the final OSHA standards on blood-borne pathogens in encountering raw wastewater.

Essential Duties and Responsibilities

- Operates, monitors, maintains, and repairs the Town's water distribution system and wastewater treatment and collection systems
- Serves as Operator in Responsible Charge (or backup Operator in Responsible Charge as needed) of:
 - Grade III Wastewater Plant
 - Grade C Well
 - Grade B Surface Water Purification Plant
 - Grade B Distribution System
 - Grade III Collection System
- Performs routine inspections, sampling, testing, troubleshooting, and preventative maintenance
- Responds to system failures, line breaks, service interruptions, alarms, and other emergencies, including after-hours, weekends, holidays, and on-call response as required
- Locates and repairs leaks, line breaks, pumps, valves, meters, and related equipment
- Plans, organizes, and oversees the sludge disposal program for the town
- Researches and recommends strategies for meeting new regulatory requirements; assists with planning and implementation of sludge disposal program
- Ensures compliance with all applicable federal, state, and local regulations, including required monitoring, sampling, reporting, and recordkeeping
- Maintains accurate operational logs, maintenance records, permits, and compliance reports
- Supervises and assists utility staff as applicable; provides on-the-job training and enforces safety practices
- Coordinates with contractors, vendors, engineers, and regulatory officials during maintenance and repair activities
- Assists with preparation and monitoring of the water and wastewater operating budget
- Participates with management in planning for current and future capacity needs and plant modifications for increased efficiency or regulatory compliance
- Participates in system upgrades, repairs, and capital improvement projects
- Responds to customer service issues related to water and wastewater operations as needed
- Ensures proper use, storage, and handling of tools, equipment, and chemicals

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of water and wastewater treatment including operations, pretreatment, laboratory analysis, preventive maintenance practices, and sludge disposal methods and regulations
- Working knowledge of water distribution and collection system operations
- Working knowledge of mechanical, electrical, and electronic trades as applied to wastewater treatment facilities and equipment maintenance and repair.
- Thorough knowledge of the local, state, and federal laws and regulations relating to water and/or wastewater treatment and related safety practices.
- Working knowledge of NCDEQ rules, regulations, and reporting requirements
- Ability to diagnose mechanical and system problems and take corrective action
- Ability to work independently and make sound operational decisions
- Ability to supervise and work alongside other employees, including planning and organizing work over a broad scope of 24-hour operations
- Ability to respond effectively under emergency conditions
- Ability to maintain accurate records and complete required report
- Knowledge of and ability to use basic computer applications, including email and Microsoft Office or equivalent software, and to learn job-related technology necessary to perform assigned duties

Minimum Qualifications

The following NC DEQ certifications are required as a condition of continued employment. Candidates who do not currently hold all certifications may be considered if they can demonstrate a clear path to obtaining them; however, full certification must be achieved within a timeframe established by the Town.

- Certification at Grade III by the State of North Carolina for Wastewater Treatment (NC DEQ – OCSM).
- Certification at Grade C for Well Water Treatment.
- Certification at Grade B for Surface Water Treatment.
- Certification at Grade B for Distribution System Operation.
- Certification at Grade III for Collection System Operation.
- Possession of a valid North Carolina driver's license with an acceptable driving record as defined by Town policy.

This is a safety-sensitive position. Employment is contingent upon successful completion of a pre-employment drug screen and criminal background check in accordance with Town policy and applicable law.

Preferred Qualifications

- 5+ years experience serving as ORC for a municipal utility system
- Supervisory experience in water or wastewater operations
- Experience working in a small or rural utility system
- Additional water, wastewater, or collections certifications

Physical Demands and Working Conditions

The following physical demands are representative of those required to perform the essential functions of this position, with or without reasonable accommodation:

- Ability to lift, carry, push, and pull up to 50 pounds multiple times per shift
- Ability to stand and walk for extended periods, including four (4) or more consecutive hours
- Frequent bending, crouching, stooping, kneeling, twisting, reaching, and climbing
- Sufficient hand-eye coordination, fine motor skills, and gross motor skills to operate tools, machinery, vehicles, and treatment equipment
- Ability to work outdoors in extreme weather conditions, including temperatures as low as -5°F, as well as heat, humidity, rain, and other adverse conditions
- Routine exposure to loud noise, vibration, wet or damp conditions, wastewater environments, chemicals, and potentially hazardous conditions
- Ability to wear required personal protective equipment (PPE)
- Availability for emergency call-back and after-hours response, including nights, weekends, and holidays

Equal Employment Opportunity Statement

The Town of Jefferson, NC is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or any other status protected by federal or state law.

Americans with Disabilities Act (ADA)

The Town of Jefferson, NC complies with the Americans with Disabilities Act (ADA) and will provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of the position. Applicants requiring accommodation during the hiring process should notify the Town at the time of application.