

Town of Blacksburg

Applications accepted at Town Hall April 1-May 1, 2017

Division/Department: Public Works

Location: Town of Blacksburg, S.C. 105 S. Shelby St. Blacksburg, S.C. 29702 fax 864-839-3663

Job Title: Full-time Public Works Director/Supervisor Pay Band \$45,000.00-\$55,000.00

Complete and Submit all that apply; Town of Blacksburg application, resume, provide a copy of Social Security Card, GED/HSD, College credit/Diploma, Water License /Certifications

General Description:

- Performs complex professional work in planning, directing, organizing, coordinating and supervising public works, water, wastewater, stormwater, streets, garbage collection, parks projects for the Town
- Instructs, assigns, reviews and plans work for others: maintains standards, coordinates activities, provides supervision and recommendations regarding personnel, administers disciplinary actions
- Assist in receiving community complaints and responding in a professional and timely manner
- Completes all required training, certification for Licenses, and adheres to SCDHEC regulations
- Provides knowledge and resources for grant project planning, communicates with engineering and administration
- Performs financial oversight, efficient management of budgets, and responsible for expenditures
- Ensures all equipment and vehicles are in safe operational condition
- Interacts and assists other agencies and Town staff to assure efficient and effective safety
- Attend training, maintain equipment, written orders to adhere with all legal requirements
- Complete Town of Blacksburg forms as applicable
- Maintain a clean and efficient work area
- Represent the Town in a professional and courteous manner
- Any other duties assigned by Administrator

Work Experience Requirements:

- Five years of progressively responsible supervisory experience in construction, civil engineering, water/wastewater or varied public service operations
- Proficient computer skills, communication skills, record keeping, database activity
- Ability to be on call for emergency issues

Preferred Experience:

- Project Management and Grant Projects

Education Requirements:

- CPR certification
- Valid water and wastewater certifications, valid SCDL
- HSD or GED
- Preferred college level degree of A.S. or higher in Industrial Maintenance, Construction, or Engineering

The Town of Blacksburg offers a benefits package of Health Insurance paid by the Town, Retirement, and Town vehicle for work use.

If qualifications are met a physical, drug-screen, 10-year driving record and background check will be required. The Town of Blacksburg is an EEO. This is not a contract. Approved: _cc_

Application for Employment



Please Print

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application ____/____/____
 Name _____ Applicant ID # _____
Last First Middle
 Address _____
Street City State ZIP Code
 Telephone # (____) _____ Cellular/Other # (____) _____ E-mail Address _____
 Referral Source (How did you hear about us?) _____

If you are under 18 and it is required, can you furnish a work permit? Yes No

If no, please explain: _____

Have you ever been employed here before? If yes, give dates and positions: _____ Yes No

Is this application a request for reemployment following an extended military leave of absence from this company? Yes No
 If yes, additional information may be requested.

Are you legally eligible for employment in this country?..... Yes No

Date available for work/...../..... What is your desired salary range?.....\$ _____

Type of employment desired: Full-Time Part-Time Temporary Seasonal Educational Co-Op

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No Need more information about the job's "essential functions" to respond

Driver's license number required if driving may be required in the job for which you are applying: _____ State _____

Answering "yes" to either part of the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pleaded "guilty" or "no contest" to, or been convicted of, a crime?..... Yes No

If yes, please provide date(s) and details: _____

Employment History

Starting with your most recent employer, provide the following information.

Employer _____ <small>Telephone # (____) _____</small>	Dates employed: _____ to _____ <small>Month / Year to Month / Year</small>
Street address _____ <small>City State</small>	Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____
Starting job title/final job title _____	Commission/Bonus/Other Compensation \$ _____
Immediate supervisor and title (for most recent position held) _____	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____
Why did you leave? _____	Commission/Bonus/Other Compensation \$ _____
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
E-mail: _____	
Summarize the type of work performed and job responsibilities.	
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