

Public Works Director Town of Biltmore Forest

The Town of Biltmore Forest (pop. 1,400) is seeking a new Public Works Director to serve an historic community located adjacent to the City of Asheville, Biltmore Estate, and Blue Ridge Parkway. Biltmore Forest offers a high quality of life and high service level within its small town. The outgoing director is retiring after a thirty-six year career with the Town.

The Town seeks a Department Head who can work collaboratively with other local government or state government entities, communicate effectively with citizens, employees, and elected officials, and provide data driven solutions to practical concerns within the Town.

About the Department

The Public Works Departments consists of three divisions in the General Fund, including streets, sanitation, and general public works and maintenance functions. The Streets division maintains over 22 miles of roads. Sanitation is picked up at each residence once per week, and recycling is picked up at each residence once every other week. The FY20 budget for all general fund divisions within the department is \$1.6 million. The Town also operates a separate enterprise fund for water. Water is purchased from the City of Asheville, but the Town operates and maintains over 18 miles of water lines and over 800 water services. Sewer is provided by the Metropolitan Sewerage District of Buncombe County. The FY20 budget for the water fund is \$714,000. The Town has embarked on multiple modernization projects to enhance service levels provided to citizens.

Candidate Profile

Candidates should have 10 years of public works, planning, or engineering experience, including leadership and administrative responsibilities and evidence of strong staff and community relationships. Demonstrated experience with water infrastructure, street maintenance, park and open space maintenance, engineering, or planning is required. A degree in engineering, planning, public administration, or related field is preferred but not required. This is an exempt position. Hiring salary range is DOQ.

Qualified candidates should submit a cover letter, resume, and list of references to Jonathan Kanipe, Town Manager. These can be hand delivered to 355 Vanderbilt Road, Biltmore Forest NC 28803 or sent via regular mail to PO Box 5352, Biltmore Forest, NC 28813. The Town will also accept the cover letter, resume, and list of references in PDF format **only** delivered to the following email address: townhall@biltmoreforest.org. All materials must be received by the Town of Biltmore Forest no later than Friday, January 3, 2020. Questions regarding this position can be addressed to Jonathan Kanipe, Town Manager at (828) 274-0824 or at the email address above.

The Town of Biltmore Forest is an Equal Opportunity Employer and offers a comprehensive benefits package including health and dental insurance, 401(K) plan, and membership in the North Carolina Local Government Employees Retirement System.