



THE TOWN OF CARRBORO

The Town of Carrboro is a small community located within Orange County in the north central portion of North Carolina. Carrboro is situated next to Chapel Hill and the University of North Carolina, and is near the Research Triangle Park. The area's topography is characterized by rolling hills. The Town was incorporated in 1911 and now covers an area of 6.35 square miles and has a population of 20,510. Carrboro is distinctive in having one of the highest population densities (i.e, number of persons per square mile) of any municipality in North Carolina in the 2010 Census.

The growth of Carrboro is directly related to the expansion of the University of North Carolina at Chapel Hill and the growth in the Research Triangle Park. Enrollment at the University has risen from 8,791 in 1960 to 29,139 in 2013. It is anticipated that expansion will continue to occur in University-related health facilities, such as the University of North Carolina

**OUTSTANDING OPPORTUNITY TO SERVE
THE CITIZENS OF
CARRBORO, NORTH CAROLINA
AS THEIR NEXT
PUBLIC WORKS DIRECTOR**





Hospitals, and with the proposed development of the Carolina North campus.

The character of Carrboro is driven by core values adopted by the Town Board of Aldermen based on maintaining a sustainable community that is a highly desirable place to live.

Town strategic priorities include to:

- Diversify the Town's revenue stream;
- Maintain Carrboro's ethnic and economic diversity;
- Protect historic neighborhoods and maintain Carrboro's unique identity;
- Improve walkability and public transportation;
- Encourage development that is compact, dense, and appeals to diverse lifestyles and incomes; and
- Enhance and sustain quality of life/place issues for everyone.

The support for these strategic priorities is noted by the amounts allocated within the annual operating and capital budgets, and the various awards received by the Town.

Carrboro commits almost two million dollars annually to provide fare-free transit for Town residents in an effort to reduce reliance on automobiles and to promote public transit, walking, and biking. Carrboro is one of 27 communities in the nation that has been awarded the Silver Level Bicycle-Friendly Community designation by the League of American Bicyclists in recognition of its commitment to providing safe accommodations and facilities for bicyclists, as well as efforts to encourage bicycling for fun, fitness, and transportation. Additionally, the Town has amended its street standards to require bike lanes on all collector roads. According to the latest census, 5.2% of residents in Carrboro bike to work. The community approved a \$4.6 million bond referendum in November 2003 to construct sidewalks and greenways to increase the safety and convenience of walking throughout the Town's neighborhoods, including to schools, bus stops, shopping areas, and recreational facilities.

THE TOWN GOVERNMENT

Carrboro has a council/manager form of municipal government. Under the council/manager form of government, the Board of Aldermen performs the legislative functions of the Town i.e. establishing laws and policies. The Board is an elected body and consists of a Mayor and six aldermen. The Mayor and the aldermen are elected by the voters of the entire town. The Mayor is elected to serve a term of two years and the aldermen are elected to serve staggered terms of four years. The Mayor acts as the official head of Town government and presides at Board meetings. The Mayor is a voting member of the Board. Appointments to advisory boards and committees are made by the Board.

The Board appoints a Town Manager who carries out the laws and policies enacted by the Board and is responsible for managing the Town's employees, finances, and resources. The Board also appoints a Town Clerk to maintain Town records, and appoints an attorney to represent the Board and Town administration in legal matters.

In North Carolina, local governments exist to provide a wide range of basic services including police and fire protection; public works (garbage collection, street resurfacing



ing, fleet maintenance, landscaping, and building and grounds); planning; inspections and zoning; economic and community development; and parks and recreation programming. Carrboro provides all of the above services. The Town does not provide water and sewer services or tax collections. The Town contracts with other governmental jurisdictions to provide some key services. These include transit, recycling and landfill services. The Town also has administrative support units (e.g., personnel, technology, finance, budget, purchasing, etc.) that provide both direct services as well as indirect support services.

Carrboro relies on a largely residential tax base to provide services. The commercial base is primarily retail with some service-oriented businesses. Major employers within Orange County (those with 450 or more employees) reflect the dominance of the professional services and retail sectors. The Town continues to experience modest growth and is considered to be a desirable place to live and work.

MAJOR TOWN INITIATIVES

The ultimate goal of the Board's strategic priorities is to create and maintain Carrboro as a sustainable community that is a highly desirable place to live. These strategic priorities are considered long-term goals and some noteworthy accomplishments include:

- The Town has constructed 22 sidewalks covering 7.72 miles and completed construction of the Wilson Park Multi-Use Path. Construction of the Homestead-Chapel Hill High School Multi-Use Path is underway and Rogers Road sidewalk construction is scheduled to begin in 2016. Town residents approved \$4.6 million of general obligation bonds in a referendum in November 2003 to construct sidewalks and greenways throughout the Town to increase the safety and convenience of walking.
- The Town has been awarded a Silver Award by the League of American Bicyclists as a Bicycle-Friendly Community (BFC). The award is presented to communities that are committed to bicycling, provide safe accommodations and facilities for bicyclists, and encourage bicycling for fun, fitness, and transportation. This award was valid through 2016. In 2017 the Town will seek to achieve Gold Level status.
- The Town received a Clean Fuel Advanced Technology Grant from the North Carolina Solar Center at North Carolina State University to assist with the purchase of a hybrid solid waste truck that was acquired in 2015.
- The Town continues to participate in the North Carolina League of Municipalities "Green Challenge" for Greenhouse

Gas Emission Inventory and Reduction to reduce the carbon footprint and to assess the Town's energy efficiency through the U.S. Environmental Protection Agency's "Energy Star Challenge" that involves reviewing and reducing utility consumption in Town facilities, streetlights, and fuel usage.

- The Town has completed construction of the Roberson Street Sewer Project with funds provided by a Community Development Block Grant from the Small Business and Entrepreneurial Program at the North Carolina Department of Commerce. Matching funds for the grant were provided by the Town and Orange County.
- The Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award was awarded to the Town for its FY 2014-15 budget document. It is the highest form of recognition in governmental budgeting.
- The Town's continued commitment to the environment was rewarded with its national designation as a Tree City USA Town for the 30th year.
- The Town has AAA bond rating from Standard and Poor's and Aa1 bond rating from Moody's.



Additional information about Carrboro is available at:

www.townofcarrboro.org.

ABOUT THE PUBLIC WORKS DEPARTMENT

Purpose

The Public Works Department provides basic municipal services that promote a healthy and safe environment for the residents of Carrboro and the general public.

Goals

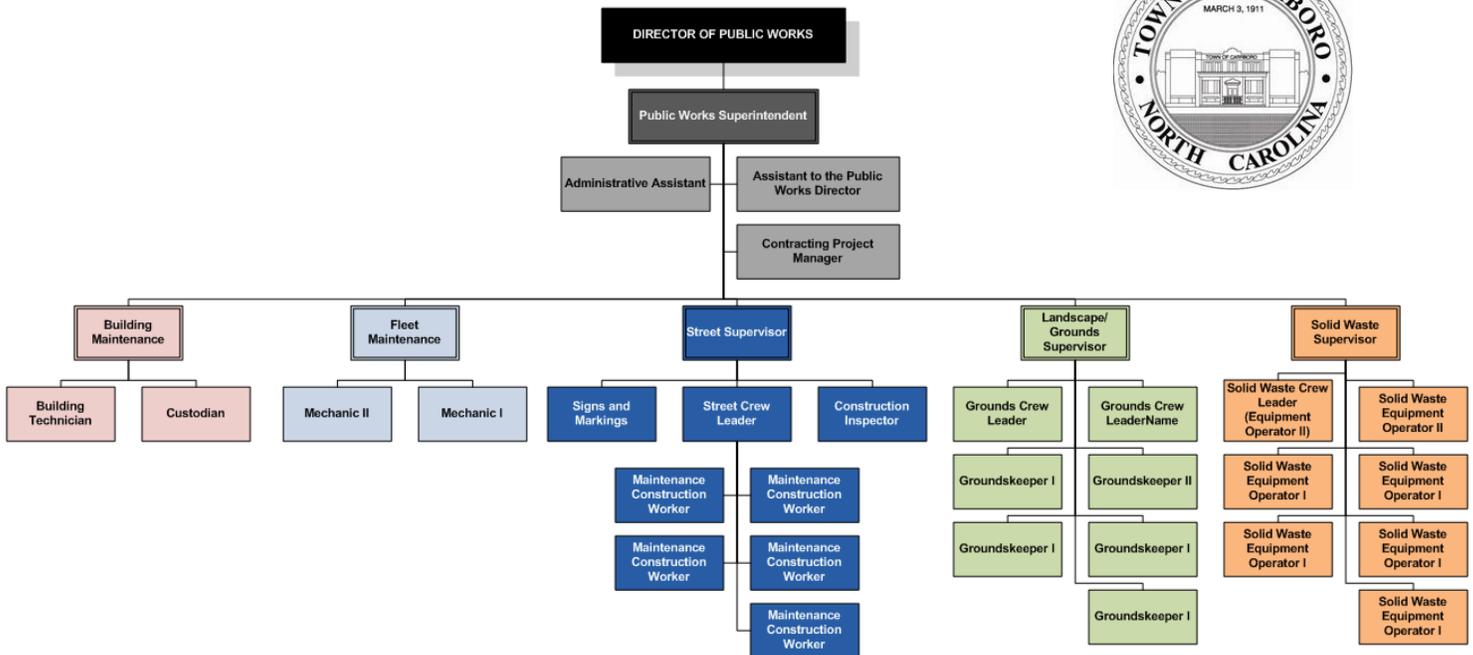
- Provide timely, cost effective maintenance of the public street system including signage, storm drainage system, bike paths, and right-of-way.
- Provide cost effective, reliable solid waste collection and disposal services.
- Maintain public buildings and grounds in an environmentally friendly manner so they are pleasant and safe gathering spaces.
- Provide cost effective maintenance of the Town's motor vehicle fleet and equipment.
- Administer construction projects within budget and

on schedule.

Services Provided and Activities

- Provide administration and general support for service delivery and construction projects.
- Provide general street and right-of-way maintenance services which include street repair, street sweeping, sign installations, pavement markings, mowing, and litter control.
- Responsible for inclement weather street maintenance, e.g. ice and snow removal, hurricane and other types of storm clean-up.
- Provide municipal solid waste collection to single family residences and multi-family units. Solid Waste collection is also provided to commercial users who elect to use the Town's service. Yard waste collection and bulky waste collection is provided to single family residences.
- Provide building maintenance and repair for Town Hall, Century Center complex, Fire Department, Public Works facility, bus shelters, and park facilities.

TOWN OF CARRBORO, NORTH CAROLINA
 DEPARTMENT OF PUBLIC WORKS
 Organization Chart
 36 Employees



- Manage cemetery operations which include selling and marking plots at the Town's two cemeteries.
- Maintain and repair Town vehicles and equipment. Maintenance activities include preventative maintenance and inspections.
- Beautify the Town's parks and planting areas with landscaping and ornamental design.
- Provide annual leaf collection program.
- Provide park facility and ball field maintenance at the Town's parks, and assist the Recreation and Parks Department with special annual events such as Carrboro and Independence Day celebrations, Halloween, and the Carrboro Music Festival.
- Provide construction monitoring and inspection of public improvements within private development projects.

Previous Year's Accomplishments

- Provided routine municipal services – solid waste collection, street and right-of-way maintenance, mowing of Town properties, tree trimming and removal, ball field preparation, leaf collection, facility maintenance, vehicle and equipment maintenance, cemetery maintenance and burials.
- Assisted in design and easement acquisition for Rogers Road sidewalk.
- Provided administration for large fiber optic line build outs by utility companies.
- Provided support for 10 special events (6 races – St. Paul AME 5K, Kidney Care Run, Not So 5K, 4 on the 4th).
- Implemented use of Hybrid Solid Waste Truck.
- Continued implementation of invasive aquatic vegetation control in Anderson Park Pond. Mechanical removal of vegetation and reducing water level during winter months.
- Carrboro re-certified as a Tree City USA for its 30th year.
- Continued implementing changes to mulch pile configuration to be in compliance with DENR requirements.
- Began Pollinator promoting vegetation plan, installing water wise, native, pollinator producing perennials as primary vegetation throughout Town properties.
- Provided administration of design and installation of new outdoor signs to include gateway

metal planter signs at Town Hall and St. Paul AME Church.

- Provided construction monitoring and inspection for the Ballentine development.

Upcoming Fiscal Year's Objectives

- Maintain service levels and efficiencies of existing operations. (Ex. Solid waste collection, leaf collection, mowing, street sweeping, street and row maintenance, building maintenance).
- Administer Rogers Road sidewalk construction project within budget.
- Administer construction contract for Homestead Rd. Chapel Hill HS greenway project within budget.
- Administer the bi-annual resurfacing project.
- Administer completion of Solid Waste Study and prepare to implement organic disposal pilot.
- Administer installation of updated HVAC controls for Century Center.
- Administer completion Facility Condition Study and Space Analysis.
- Administer completion of Town Commons engineering design and construction.
- Continue to support Town branding efforts with complete Installation of new outdoor signs incorporating new logo (building identification and gateway) at various locations depending on final design and available funding. Will replace existing signs.
- Continue replacement of T-12 bulbs with T-8 bulbs in various facilities to reduce energy consumption and replace bulbs that are on 24/7 with LED bulbs.





- Assist with implementation of painted mural on exit ramp of SR 54 near Jones Ferry Road.
- Reduce costs for leaf collection program with full implementation of fully automated leaf loader for full season.
- Continue to look for ways to reduce fuel consumption. Monitor fuel savings with implementation of the hybrid solid waste vehicle.
- Improve interior appearance of various facilities – wall repair, painting and routine cleaning. Use low VOL paints where possible.
- Continue to provide administration for large fiber optic line build outs by utility companies.
- Assist with implementation of the Town’s stormwater utility either alone or in conjunction with neighboring partners such as OWASA and/or Chapel Hill.
- Town-wide fiber optic infrastructure is currently being installed in Carrboro.
- Carrboro is a Bicycle Friendly Community as designated by the League of American Bicyclists. The Town now holds the League’s “Silver” status and should soon achieve “Gold” designation.
- The Town is experiencing a 3% annual revenue growth rate and is in sound financial condition.
- Carrboro has an excellent Board of Aldermen and a excellent Town Manager who respect and support each other.
- The Board of Aldermen adopted a “Living Housing Wage” policy which ties Carrboro employee’s minimum wage to National and Regional housing wage data. The Town’s current annual minimum pay is \$31,158.00.
- The Town’s department heads comprise a capable, professional and supportive executive group.

Board Priorities

Improve walkability and public transportation. Enhance and sustain quality of life.

Contracts Administered:

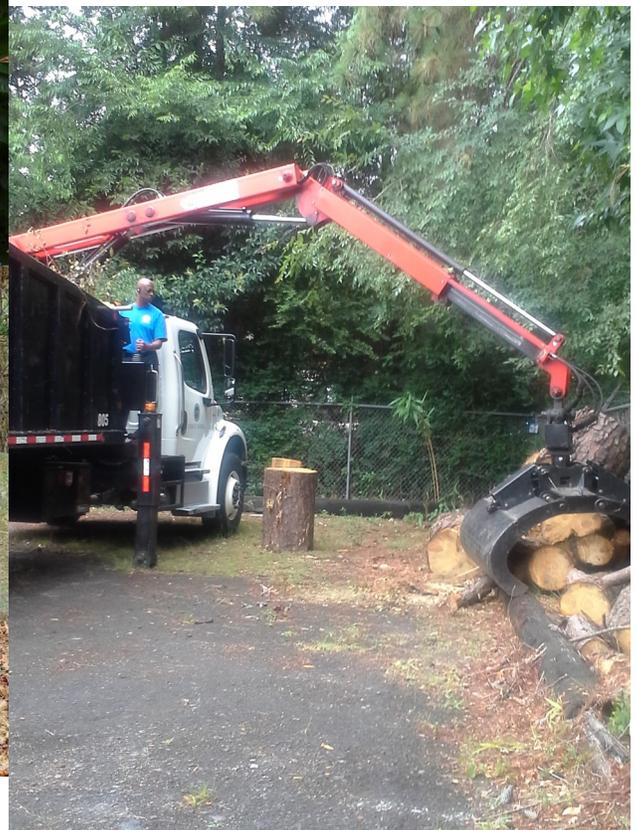
- Administer Rogers Road sidewalk construction project within budget,
- Administer bi-annual resurfacing project, 1 year late, and pavement condition study.
- Administer installation of updated Century Center HVAC system per HVAC analysis.
- Administer completion of Facility Condition Assessment and Space Needs Study.
- Administer completion of Town Commons engineering design and construction.
- Administer completion of Solid Waste Study and prepare for organic disposal pilot project.

Issues, Challenges and Opportunities

- Carrboro Schools are the highest rated in North Carolina.



- A community satisfaction survey was completed this year which showed a 95% approval rating for the overall Town government and an 85% approval rating for Public Works.
- The Town is currently working on a Municipal Facilities Master Plan to address needed building renovation needs affecting the Town Hall, Century Center, Fire and Public Works facilities.
- The next Director of Public Works will be responsible to implement both the Town's new solid waste study and new storm-water utility.
- Process improvement and overall departmental efficiency are areas which the Town Manager expects the new Director of Public Works to address.
- Most Town vehicles and equipment are new and in good condition. The Town has a new hybrid sanitation truck and is committed to acquiring additional alternative fuel vehicles.
- Public Works Department employees are generally long term, hard working and proud to work for the Town of Carrboro.



ABOUT THE DIRECTOR OF PUBLIC WORKS**Public Works Director**

Town of Carrboro

General Definition of Work

Performs complex administrative work planning, organizing, directing and administering the activities of the department including the construction, maintenance and operation of storm drains, cemetery, streets, sidewalks, solid waste collection, fleet maintenance and building and grounds maintenance, preparing and administering department budget, reviewing development plans, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Town Manager. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

Plans, organizes, directs and administers the activities of the Public Works Department including the construction, maintenance and operation of storm drains, cemetery, streets, sidewalks, fleet maintenance and building and grounds maintenance.

Determines and establishes criteria needed to achieve the department's goals and objectives.

Recruits and selects department personnel; assigns, directs and inspects the work of staff; coaches, counsels and evaluates the performance of department personnel; develops staff schedules.

Recommends rewards, transfers, promotions, demotions and terminations.

Oversees the preparation of department operating budget and capital improvement budget and monitors expenditures.

Oversees project management for the construction of the municipal public works projects.

Reviews proposed development plans with developers, architects, engineers and others.

Receives and responds to inquiries and complaints from citizens.

Serves as liaison between Board of Aldermen and citizens on major construction projects.

Knowledge, Skills and Abilities

Comprehensive knowledge of public management and organization theories, principles, practices and techniques at the local level; comprehensive knowledge of the organization, function and methods of operation of the town's legislative, executive staff and operational departments; comprehensive knowledge of the basic laws, ordinances and regulations applicable to budget preparation, approval and administration; thorough knowledge of municipal finance and administration; thorough knowledge of the theories, principles and practices of public personnel administration; ability to analyze and develop budget estimates; ability to analyze a variety of complex administrative problems, to make sound recommendations for their solutions and to prepare working procedures; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with local, state and other officials, civic and business leaders, Board of Aldermen, associates and the general public.

Education and Experience

Bachelor's degree with coursework in civil engineering, public administration, or related field and extensive experience in civil engineering and public works services/maintenance operations of an increasingly responsible nature, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires reaching with hands and arms and occasionally requires standing, walking, sitting and using hands to finger, handle or feel; work requires close vision, distance vision, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Ability to obtain and maintain NIMS certification required for position within six months of employment. Valid driver's license in the State of North Carolina.

In addition to the above, the following management and leadership characteristics and strengths are required:

- Must be a strong manager and leader solid and current knowledge of municipal public works administration and operations.
- Must be a "team builder" who will mold public works supervisory staff into a more cohesive unit.
- Will set clear goals and expectations to staff and hold them accountable to meet achieve them without micro managing.
- Must have an overriding commitment to providing excellent customer service.
- Must have excellent verbal and written communications skills - - must be able to communicate effectively with a wide and diverse range of audiences including the Town Board of Aldermen, Public Works Department employees (at all levels), neighboring jurisdictions, Orange and Hillsborough County officials, local leaders and citizens..

COMPENSATION

The Town will provide a competitive starting salary based on experience and salary history. Benefits are excellent. The Town offers a defined benefit retirement plan through the North Carolina Retirement Systems. Carrboro will provide relocation assistance.

TO APPLY

The position will be open until filled. The first review of resumes is scheduled for Friday September 1, 2017. Please email your cover letter and resume with current salary without delay to:

Robert E. Slavin

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