

TOWN OF WILLISTON



Brett Williams, Mayor
Kayla Jerkins, Town Clerk
Michael L. Beasley, Town Administrator
Thomas Boulware, Town Attorney

P.O. BOX 414, Williston, South Carolina, 29853
Telephone 803-266-7015
Fax 803-266-4644
WEB: www.williston-sc.com

Job Advertisement: Public Works Director - Town of Williston

The Town of Williston is seeking a dynamic and experienced Public Works Director to lead our dedicated team in managing and maintaining the town's infrastructure. This key leadership position offers an exciting opportunity to make a significant impact on our community.

Position Title: Public Works Director

Location: Williston, SC

Employment Type: Full-time

About the Role:

As the Public Works Director, you will oversee all operations related to public works, including but not limited to streets, water, wastewater, stormwater, parks, and public buildings. You will be responsible for planning, directing, and coordinating the activities of the Public Works Department to ensure the safe and efficient operation of the town's infrastructure and services.

Key Responsibilities:

- Develop and implement strategic plans for the public works department.
- Oversee the maintenance and improvement of the town's infrastructure, including roads, water systems, and public facilities.
- Manage the department's budget, including capital improvement plans and operational expenses.
- Supervise and provide leadership to department staff, ensuring high performance and professional development.
- Ensure compliance with local, state, and federal regulations.
- Collaborate with other town departments, government agencies, and community stakeholders.
- Respond to public inquiries and resolve complaints related to public works services.
- Prepare reports and presentations for the Town Manager and Town Council.

Qualifications:

- Minimum of 7 years of experience in public works or a related field, with at least 3 years in a supervisory or managerial role.
- Strong knowledge of municipal infrastructure systems and public works operations.
- Proven ability to manage budgets and financial planning.
- Excellent leadership, communication, and interpersonal skills.



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- Ability to work collaboratively with diverse groups, including staff, government officials, and the public.
- Valid driver's license.

What We Offer:

- Competitive salary commensurate with experience.
- Comprehensive benefits package, including health, dental, and retirement plans.
- Opportunities for professional development and advancement.
- A supportive and engaged community.

Application Process:

Interested candidates should submit a cover letter, resume, and three professional references to the Williston town hall or Administrator Mike Beasley at mbeasley@williston-sc.com
Applications will be accepted until July 12th, 2024, 4:00pm.

Contact Information:

For more information, please contact:

Mike Beasley, Town Administrator
Town of Williston
[803-266-7015](tel:803-266-7015)
Mbeasley@williston-sc.com

The Town of Williston is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Join us in making a positive impact on the Town of Williston!