



Wake Forest, North Carolina



Invites your interest in the position of

Director of Engineering / Town Engineer



The unique, growing community of [Wake Forest, NC](#), seeks an experienced engineer who is a personable, motivated, and inspiring leader to serve as its next **Director of Engineering/Town Engineer**. Experiencing growth of 20,000+ people in several years, the Town of Wake Forest desires a candidate with significant knowledge and experience to navigate and strategically spearhead the impact of growth on a community's infrastructure.

The Wake Forest Director of Engineering/**Town Engineer** is responsible for various design, plan reviews, site inspections, construction industry relations, and project administration work to provide centralized, efficient, and effective construction and ensure the quality of Town infrastructure. This position is for the professional who desires to join a well-educated, engaged community, an organization with a family atmosphere where collaboration is the norm, and where staff highly value and support one another.

The ideal candidate for the Wake Forest **Director of Engineering/ Town Engineer** has the depth and breadth to:

- ensure the compliance and accountability of all functions of the Engineering department: Transportation, Stormwater, Environmental Engineering, and Construction Inspection, including but not limited to:
 - The interpretation of construction and as-built drawings and the ability to recognize deviations that may occur in the field; codes and ordinances and their application to specific situations; and encroachment agreements and easements;
 - knowledge of applicable federal, state, and local laws, codes, and regulations governing the administration of transportation and stormwater programs and public utility functions and activities;
- oversee multiple complex capital projects simultaneously, including a future rail system, an active street resurfacing program, and the recent implementation of a stormwater utility fee while working seamlessly with a variety of stakeholders, including staff, Town leaders, DOT officials, and local developers;
- stay abreast on existing trends that impact engineering projects such as utilities, floodplain management, and transportation initiatives;
- utilize technology, such as the e-Builder project management software, and support the training and functionality of the software across the department;
- navigate budgeting and funding initiatives, such as grants, bonds, and other financing strategies for the town's projects; and
- perform challenging engineering computations and make comprehensive recommendations on engineering problems.

About the Organization and Position:

The six-member Wake Forest Town Board, which operates under the Council/Manager form of government, is passionate about preserving Wake Forest's vibrant, diverse, and welcoming community, which fosters its distinct character, thriving economy, and high quality of life. The town's 440 employees, not including part-time and seasonal staff, work collaboratively to fulfill its mission and strategic goals - as outlined in its [2022-2027 Strategic Plan](#). All organizational staff are committed to upholding the town's core values of caring, commitment, integrity, and innovation.

Wake Forest holds a AAA bond rating, has received multiple GFOA awards, and has a [2023-2024 budget of \\$110M](#). The town prides itself on community engagement and offers multiple ways for community members to become involved and stay informed, from eight Advisory Boards and Commissions to state-of-the-art communication tools such as mobile apps, e-newsletters, a TV channel, and neighborhood social media options, as well as a virtual Citizen's Academy. Additional information about the town can be found [here](#).

The Town of Wake Forest Engineering Department provides the highest quality of service for the design, review, inspection, and contracting of public and private infrastructure within the town. The department prides itself on providing prompt, excellent customer service, conducting a prompt review of development plans, seeking feedback from customers on services provided, ensuring that the town has a sound transportation network, administering the annual street maintenance program, supporting solutions for the uncompleted street connections, increasing and/or promoting bus service, protecting the quality of the natural environment, and educating the public on environmental issues.

Reporting to the Assistant Town Manager (Development Services), the **Director of Engineering/Town Engineer** will manage the department's budget of \$1.6M and passionately lead a staff team of 13. The **Director of Engineering/Town Engineer** effectively understands and utilizes budgeting and funding initiatives, such as grants, bonds, and other financing strategies for the town's projects, and is experienced in working collaboratively with town leaders to construct and manage the town's capital improvement budgets.

Qualifications:

The following are **required**∗:

- A bachelor's degree in civil or environmental engineering with eight years of progressively responsible experience in the field of engineering with five years of supervisory/management experience ***is required***. An equivalent combination of experience and education will be considered.
- Possession of a valid North Carolina driver's license.
- Possession of a Professional Engineer (PE) certification for the State of North Carolina.
- Physical, visual, and mental capacity to perform the positions' responsibilities.

∗Experience with bidding capital projects, stormwater management, and multimodal transportation, specifically transportation planning and traffic calming for a local government, ***is preferred***.





Key Position Priorities:

- Eagerly build sustainable relationships with staff, gaining valuable insight into their roles and responsibilities and seeking their input while evaluating staff levels, compensation, resources, and other work factors to advocate for short and long-term solutions to improve morale, retention, and recruitment.
- Strategically address staff training and career development – showcasing a commitment to continued training and professional development to build skills, achieve performance excellence, and develop staff for promotional opportunities and varied job assignments.
- In close collaboration with Wake Forest leaders and stakeholders, facilitate the development of the department's next strategic plan while overseeing current Capital Improvement Projects such as the town's \$7M ARPA projects and seeking innovative solutions to challenges regarding the town's infrastructure, land accessibility, and project implementation.
- Assess needs and opportunities with the department's processes, policies, and procedures and implement methods to improve efficiency, workflow, ease of technology, and collaboration while facilitating updates to the department's standard operating procedures (SOPs) and supporting updates of the Town's Manual of Specifications, Standards, and Design (MSSD).

About the Community:

Located in Wake County, just north of Raleigh and part of the Research Triangle region, the Historic Town of Wake Forest boasts a thriving, walkable downtown that features many local favorite restaurants and shops. Known as the original location of Wake Forest University, Wake Forest is now home to the Southeastern Baptist Theological Seminary and features Wake Forest Reservoir, a 50-acre lake. The town's 50,000 residents love the community's quality of life, beautiful parks and greenways, and abundant recreational opportunities. Wake Forest is regularly recognized as one of the best places to raise a family, get an education, do business, and retire. Despite experiencing significant growth like all municipalities in Wake County, Wake Forest is committed to maintaining its small-town charm and unique identity.

In the heart of downtown, the Wake Forest Renaissance Centre, the purchase of which was part of the town's significant investment in its downtown municipal district, is Wake County's premier cultural arts and event venue. Also known as the Renaissance District, this area encompasses 220 acres. The town's international flavor and rich heritage come to life in its cultural and historical attractions.

Wake County and its communities have received national and international rankings and accolades from publications such as *Money*, *Fortune*, and *Time* magazines as one of the best places to live and work. Its world-class healthcare, higher education, public school system (the largest in the state), and variety of entertainment provide ample opportunities for Wake Forest residents. Wake Forest boasts easy access to many points of interest, including Raleigh-Durham International Airport and Research Triangle Park. With its temperate climate and easy accessibility to the mountains of North Carolina and Atlantic Ocean beaches, the Town of Wake Forest provides residents with the best of both worlds. [Click here](#) to learn more about what makes Wake Forest a great place to live, work, and visit.

Salary and Benefits:

The hiring salary range for this position is \$120,916 – \$163,539. Starting salary is dependent upon qualifications and experience. The Town of Wake Forest provides an [excellent benefits package](#). The classification salary range for this position is \$120,916 – 210,122.

To apply, please visit

<https://www.governmentjobs.com/careers/developmentalassociates> and click on the **Town Engineer – Town of Wake Forest, NC** title. **Please note the following:**

- All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the town’s employment application portal or any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants should apply by **March 22, 2024**.
- The hiring team will invite successful semi-finalists to participate in virtual interviews and skill evaluation on **April 23-24, 2024**. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Direct *inquiries* to hiring@developmentalassociates.com.

The Town of Wake Forest is an Equal Opportunity Employer. Developmental Associates, LLC manages the recruitment and selection process for this position. To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/>, and scroll down to “Important Information for Applicants.”



Employee Offered Benefits

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short Term Disability
- Long Term Disability
- Local Government Employee’s Retirement System
- 401 (k) Retirement
- NC 457 Retirement Plan
- Employee Assistance Program (EAP)
- Flexible Spending Account
- Supplemental Insurance
- NC 529 Plan
- Local Government Federal Credit Union (LGFCU)
- Merit Increases
- Holidays and Vacation
- Sick Leave
- Paid Parental Leave
- Paid Elder Care Leave
- Floating Holiday
- Tuition Assistance
- Wellness Program
- Pet Insurance
- Gym Membership Discounts