

FOUNTAIN INN, SOUTH CAROLINA DIRECTOR OF PUBLIC WORKS



MGT



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MGT is pleased to assist the City of Fountain Inn in the search for a new Public Works Director who will oversee the development, maintenance, and management of all public works projects and initiatives within the city, including but not limited to sewer, stormwater, sanitation, recycling, yard debris, streets maintenance, parks maintenance, and facilities maintenance.

ABOUT FOUNTAIN INN

Nestled in the foothills of Upstate South Carolina, Fountain Inn is a charming city in the heart of an incredibly scenic state. Only minutes from the mountains and a couple of hours from the coast, the city is the ideally location for relocating families, friends and businesses. Living in the city offers a delightful blend of small-town charm and modern conveniences. Some highlights that make it a great place to call home include:

- **Community Spirit:** A strong sense of community, where neighbors know each other and often come together for local events and festivals. This tight-knit atmosphere fosters friendships and a welcoming environment.
- **Affordability:** The cost of living in Fountain Inn is lower than the national average, making it an attractive option for families and individuals looking for affordable housing without sacrificing quality of life.
- **Great Schools:** The public schools are highly rated, providing excellent educational opportunities for children, making it a popular choice for families with young children.
- **Parks and Recreation:** With numerous parks and green spaces, residents can enjoy outdoor activities like hiking, picnicking, and sports. The city's commitment to maintaining these areas enhances the quality of life for everyone.
- **Convenient Location:** Conveniently located near major highways, making it easy to access nearby cities like Greenville and Simpsonville for work or leisure. This balance of suburban living with urban accessibility is a significant draw.
- **Growing Economy:** The city has seen consistent growth, attracting new businesses and job opportunities. This economic development contributes to a vibrant local economy and enhances the overall living experience.
- **Cultural and Historical Richness:** The City boasts a rich history and a variety of cultural events throughout the year, from art shows to music festivals, providing plenty of entertainment options for residents.
- **Diverse Community:** The population is diverse, with a mix of young professionals, families, and retirees, creating a dynamic and inclusive environment.

In summary, the city combines affordability, community engagement, and access to quality education and recreation, making it a wonderful place to live. If you're looking for a friendly, vibrant community with a small-town feel, Fountain Inn might just be the perfect fit!

THE GOVERNMENT

Fountain Inn government is stable and operates under a Council form of government. Council members are elected to four-year staggered terms and there are no term limits. The mayor is elected at-large by popular vote. The mayor and six City Council members comprise the governing body. Elections are held in odd-numbered years. The city government is non-partisan. Fountain Inn is a full-service city that is in good condition financially as evidenced by a positive audit and a healthy fund balance.

FOUNTAIN INN STRATEGIC PLAN

Early in 2024, the City adopted its new Comprehensive Plan, [INNvision](#) to actively prepare and organize for the future. A comprehensive plan is required for all jurisdictions with planning programs and zoning laws. The State of South Carolina requires every Comprehensive Plan to address each for the following ten elements: Population, Economic development, Natural resources, Cultural resources, Community facilities, Housing, Land use, Transportation, Priority investment, and Resiliency. Each of the ten elements must include the following three items within its discussion:

1. Inventory of existing conditions.
2. A statement of needs and goals.
3. Implementation strategies with timeframes

Over the course of the planning process, which focused heavily on research, analysis, and multiple levels of public engagement, a selection of themes was identified as key concepts of the program: Preserving Mobility, Downtown, the Historic Heart of the Community, Small Town Feel, Quality of Life Infrastructure, Supporting the Local Economy, and Balancing Housing Needs.

[INNvision](#) is designed to be a living document that evolves over time. Here's how it will be updated:

- **Regular Reevaluation:** The plan has a 30-year horizon but must be reevaluated every five years to ensure it remains relevant and effective in addressing the community's needs.
- **Scheduled Updates:** It requires a formal update by resolution every ten years, allowing for significant revisions based on changing circumstances and community feedback.
- **Community Engagement:** Updates will involve input from residents and stakeholders, ensuring that the community's voice is integral to the planning process. This includes public meetings and feedback sessions to gather insights and suggestions.
- **Compliance with Regulations:** The updates will adhere to the guidelines set forth by South Carolina's Comprehensive Planning Enabling Act, which outlines the necessary elements to be addressed in the plan.
- This structured approach ensures that Fountain Inn's strategic plan remains aligned with the community's vision and adapts to future challenges and opportunities.



THE DEPARTMENT

The Public Works Department is responsible for a variety of essential services that help maintain and enhance the city's infrastructure. Key responsibilities include:

- **Sewer and Stormwater Management** – Ensuring proper drainage and wastewater management to prevent flooding and maintain public health.
- **Facilities** – Responsible for routine HVAC maintenance and all other aspects of routine facility maintenance.
- **Sanitation and Recycling** – Overseeing waste collection and recycling programs to promote environmental sustainability.
- **Street Maintenance** – Repairing and maintaining roads, sidewalks, and other public pathways to ensure safe travel for residents.
- **Parks and Facilities Maintenance** – Upkeeping public parks and recreational facilities, providing clean and safe spaces for community activities.
- **Yard Debris Collection** – Managing the collection of yard waste to keep the community tidy and environmentally friendly.

Public Works plays a crucial role in ensuring the city runs smoothly and that residents have access to clean and safe public spaces.

THE POSITION

The Public Works Director leads a team of 27.5 employees and manages a \$2.4 million operating budget providing direction and support to ensure the successful execution and completion of projects and initiatives. The position reports to the Assistant City Administrator.



ESSENTIAL FUNCTIONS

- Creates and implements strategies for managing public works projects, ensuring compliance with city guidelines and regulations to include developing and implementing long- and short-term plans, departmental goals and objectives and assessment and development strategies to meet current and future public works needs.
- Manages and evaluates a team of departmental staff, providing guidance and support for project completion; establishes work procedures and updates guidelines as needed.
- Coordinates with city officials, employees, developers, and the public to manage work activities and resolve issues and serves as the main contact for projects.
- Develops and implements departmental budgets, monitors expenditures, and coordinates grants and special projects.
- Assesses the efficiency of public works services and allocates resources; consults with staff on complex issues and provides progress reports to management.
- Prepares specifications and bid documents for public works projects; recommends contract awards and oversees contractor performance.
- Ensures adherence to all relevant codes and safety regulations, taking corrective actions as necessary.
- Handles inquiries and concerns regarding public works activities, providing information to various stakeholders, including city officials and the public.
- Other duties as assigned.



MINIMUM QUALIFICATIONS

- Bachelor's degree in public administration, engineering, or a related field required
- At least 7 years of progressively responsible experience in public works infrastructure maintenance and repair
- Lead or supervisory experience
- A comparable combination of education and experience that demonstrates the necessary skills and knowledge will also be considered.
- A valid South Carolina driver's license or valid license from another state for transfer within 30 days of hire.

CHALLENGES & OPPORTUNITIES

In addition to the operating budget, the new director will oversee \$10 million capital project budget to Slip sewer lines.

The city is adding approximately 1,000 new residents each year, which poses a challenge for the sanitation services in managing the increased population and adjusting their routes.

Since the retirement of a long-serving director, the city has struggled to find a suitable replacement who possesses both strong technical expertise and leadership skills. The ideal candidate will be a practical leader with extensive experience in public works operations, capable of effectively guiding the team into the future.



OTHER IMPORTANT INFORMATION

The salary range is \$90,000 - \$117,000.

Employees enjoy participation in state retirement system and a comprehensive benefit package including state health, dental, vision, life insurance and supplemental long-term disability. Program details can be found on [State of South Carolina Benefit Program page](#).

The posting deadline date is Friday, December 13th. Qualified candidates are encouraged to apply online at [GovHRJobs.com](#) with resume, cover letter, and contact information for five supervisory and/or professional references to the attention of Lane Bailey, Senior Consultant, confidential at (704) 798-8221.

EQUAL OPPORTUNITY EMPLOYER

The City of Fountain Inn is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

