



**NORTH TOPSAIL BEACH, NORTH CAROLINA  
PUBLIC WORKS SUPERINTENDENT**



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MGT is pleased to partner with North Topsail Beach, NC (Pop. 1.1K - 33K seasonally) in search of a new Public Works Superintendent to lead the department in its service delivery to the residents and visitors of North Topsail Beach.

## THE TOWN

The town is located on the northernmost 11 miles of Topsail Island with Surf City adjacent to it and Topsail Beach on the south end of the island. Each town is unique, with North Topsail Beach being known for being laid back and peaceful with an abundance of natural treasures. Wildlife, such as dolphins, sea turtles and shorebirds are regulars to the town and you might even catch a glimpse of more elusive creatures such as bald eagles, and an occasional alligator in the backwaters.



The North Topsail Beach motto - Nature's Tranquil Beauty – says it all. From breathtaking sunrises to spectacular sunsets, from beautiful sandy beaches to maritime forests, North Topsail Beach truly is an island paradise. It's known for its pristine, tranquil beaches, perfect for sunbathing, beachcombing, and water activities like kayaking and surfing. The area provides a relaxed, laid-back lifestyle, peaceful environment, and is ideal for those looking to escape the hustle and bustle of city life. The area boasts a pleasant climate with many sunny days, making it enjoyable year-round.

The charming community is friendly and welcoming, making it a great place for single adults, families and retirees. Residents can enjoy a range of outdoor activities, including fishing, boating, and exploring the natural beauty of the area. While offering a serene setting, North Topsail Beach is still conveniently located near essential amenities and services.

The town has two parks that also have boat launch areas for canoes, kayaks, etc. The Rodney Knowles Park on Island Drive offers a sound side observation deck as well as a picnic area. The Richard C. Peters Park on New River Inlet Road is the larger of the town parks and has a playground, nature trail, picnic area and two sound side piers. For outdoor enthusiasts, the park also has tennis, volleyball and basketball courts.

North Topsail Beach hosts a variety of events throughout the year such as:

**Ocean City Jazz Festival:** An annual celebration of jazz music featuring renowned artists in an intimate beachside setting.

**Local Community Events:** Various community events such as our annual Christmas tree lighting and festivities, Howl O Ween pet parade and costume contest at Richard Peters Park, and others such as the annual Sledgehammer Beach Run, the Rotary Club's annual Shrimp Dip, Turtle Talks during the summer season at Town Hall that are held by the Karen Beasley Sea Turtle Rescue and Rehabilitation Center.

You can find more details and upcoming events on platforms like the Town's website and Onslow County Tourism.





## GOVERNING STRUCTURE

North Topsail Beach operates under a Council-Manager form of government. In this system, residents elect a governing body, including a mayor and a board of aldermen, to adopt legislation and set policies. The Board of Aldermen is made up of 6 members, 5 aldermen, and a mayor. The mayor is elected every 2 years. Aldermen serve 4-year terms.

The governing body then hires a manager with broad executive authority to carry out those policies and oversee the town's day-to-day operations.



## THE POSITION

The Public Works Superintendent is a working supervisor responsible for planning, organizing and directing the work of a small staff, that currently consists of two employees. The department is responsible for the maintenance and minor repair of streets and Town buildings; maintenance and upkeep of Town maintained grounds and lots, parks, beach and beach crossovers, scheduled maintenance and repair of Town owned equipment and vehicles; repair and installation of street and beach signs; and brush pickup from residences and litter and trash pickup from beach and public areas. The superintendent manages the contracted solid waste service for the town to ensure quality customer service, as well as other contracted services that pertain to building maintenance and landscaping.

## ESSENTIAL DUTIES AND TASKS

- Manages and supervises the activities of all public works departments staff.
- Plans projects and daily work assignments by utilizing the work management and asset management software that is in place, and oversees employees, equipment, and materials necessary for operations.
- Locates and orders material needed for operations and special projects.
- Directs the general accounting system and maintains financial records.
- Coordinates activities with ONWASA, NCDOT and other agencies.
- Supervises and assists staff in mowing, maintenance, repairs and other responsibilities of the department
- Serves as the contact person for contracted solid waste service and other contracted services that pertain to public buildings.
- Requests necessary resources for the department as part of the annual budget and manages the budget for the department.
- Assists citizens with requests, inquiry and complaints.
- Plans for and supervise emergency and hazardous weather response.
- Advise the Town Manager and elected officials on projects and issues concerning the department operations.
- Performs related duties as assigned

## KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the practices of operation, construction, and maintenance of public facilities
  - Knowledge of preventive maintenance of facilities, equipment and vehicles
  - Ability to establish and maintain working relationships with employees, other departments and the public.
  - Ability to read and interpret electrical schematics
  - Ability to prepare and maintain accurate and detailed records of work activities
  - Ability to use technology and create reports
- Physical requirements:
  - Must be able to perform heavy work by exerting up to 100lbs of force occasionally, 50lbs of forces frequently and 10lbs of force consistently.
  - Must possess visual acuity necessary to use measuring devises, to operate a computer terminal, read maps and diagrams and operate special equipment.
  - Conduct long range fiscal planning.
  - Establish and maintain effective working relationships with the public, vendors, departmental heads, governmental officials, and with other Town employees.

## MINIMUM QUALIFICATIONS

- Graduation from high school with considerable experience in public services maintenance or construction including progress supervisory responsibility.

### Special Requirements

- Must have a valid NC Drivers License



## CHALLENGES & OPPORTUNITIES

One of the greatest advantages of living in North Topsail Beach is the exceptional quality of life it offers in such an idyllic setting. You can truly achieve a healthy work-life balance here! It boasts an appealing small-town atmosphere while being conveniently close to Wilmington amenities.

The Public Works Department is a small department. The Superintendent is a working supervisor who will work alongside a small staff while leading the department. At peak tourist season the population will increase from just over 1,000 residents to over 33,000 people.

## OTHER IMPORTANT INFORMATION

**Salary Range:** The salary range is \$53,186 to 82,438, the hiring rate will be based on specific education, experience and certifications.

**Application Deadline:** Friday, May 16, 2025. Applications will be reviewed as they are received and the job posting may close once a suitable candidate has been identified. Early applications are encouraged.

Qualified candidates are encouraged to apply online at GovHRJobs.com with a resume, cover letter, and contact information for five supervisory and/or professional references. For more information or confidential questions, please feel free to contact W. Lane Bailey, Senior Consultant at (704) 798-8221.

**Comprehensive Benefit Package:** Employees of North Topsail Beach, NC, enjoy a range of benefits designed to support their well-being and professional growth. These benefits include:

- Health Insurance: Comprehensive health coverage options for those scheduled to work 30 hours per week on a continuous year-round basis.
- Group Life Insurance
- Retirement Plan: For employees who work 1,000 hours or more, participation in the North Carolina Local Governmental Employee Retirement System (NCLGERS) is mandatory with a 6% pretax contribution by the employee, and the employer contributes the amount determined by the system. In addition, all full-time employees may make voluntary contributions to the 401(k) Plan and the town will match up to 3% of your contributions!
- Paid Leave: Generous leave policies, including vacation, sick leave, and paid holidays.
- Employee Assistance Program (EAP): Access to resources for personal and professional support.
- Tuition Reimbursement and Professional Development: Resources for continuing education and training to improve skills for current positions or prepare for future promotions.
- Wellness Programs: Initiatives to promote health and wellness among employees.

For more detailed information, you can refer to the [Town of North Topsail Beach Personnel Policy](#).