County of Calhoun
Job Description

Job Title: Water and Sanitation Director
Department: Water and Sanitation
Reports To: Public Works Director
FLSA Status: Exempt
Prepared Date: November 17, 2026
Approved By: Human Resources

Summary

Directs and coordinates the operations of the County's water, wastewater, and sanitation functions, personally or through subordinate employees. Ensures coordinated, efficient and cost-effective service delivery; regulatory compliance; facility maintenance; and long-range infrastructure planning. Prepares reports and technical design work for water and sewer system extensions as appropriate, and maintains effective working relationships with governmental agencies, employees, customers, and other stakeholders.

Essential Duties and Responsibilities

The duties outlined below represent the principal responsibilities of this position. Other related duties may be assigned as necessary.

- Oversees the operation and maintenance of County water and wastewater systems and facilities.
- Ensures efficient, cost-effective operations and implements preventive and corrective maintenance programs to maintain reliable daily service.
- Ensures compliance with applicable state and federal requirements for County water and wastewater facilities, construction projects, and operations.
- Oversees proper use, care, inventory, and maintenance of County equipment, property, and facilities within assigned operations.
- Coordinates water, wastewater, and sanitation service delivery activities and promotes cooperation among personnel and departments.
- Plans, organizes, assigns, and evaluates work to improve operational efficiency and coordinate ongoing projects.
- Develops recommendations for capital improvements, system extensions, renovations, replacements, and other infrastructure projects; performs or coordinates necessary design work within applicable professional requirements.
- Prepares renovation and replacement plans and capital improvement plans for assigned County assets; assists with long-term funding strategies.

- Develops, reviews, and coordinates departmental budget requests; monitors expenditures and administers available grant funds consistent with County policies.
- Ensures applicable governmental guidelines are followed during construction and ongoing operations.
- Prepares periodic operational reports and presents budgets, project updates, and recommendations to County Administration and County Council as requested.
- Represents the department at public hearings, County Council meetings, and meetings with agencies, contractors, and other stakeholders.
- Responds to and resolves customer concerns and complaints courteously and effectively.
- Performs other related duties as assigned.

Supervisory Responsibilities

Supervises assigned water, wastewater, and sanitation personnel directly. Responsibilities include participating in hiring and training; planning and assigning work; evaluating performance; enforcing safety and operational policies; addressing employee concerns; and recommending disciplinary action in accordance with County policy and applicable law.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

Education and/or Experience

- Bachelor's degree in Civil Engineering or a closely related field.
- Seven (7) years of progressively responsible experience in environmental engineering, including management experience.
- An equivalent combination of education and/or experience may be considered.

Certificates, Licenses, and Special Requirements

- Must possess and maintain a valid South Carolina driver's license and a safe driving record.
- A criminal background check will be completed for the selected applicant if a current check (less than three years old) is not on file.
- Drug testing
- Class B Water Distribution and Treatment.

Knowledge, Skills, and Abilities

- Knowledge of civil engineering principles and practices, particularly those related to water and wastewater systems and solid waste.
- Knowledge of governmental administration, personnel management, budgeting, and applicable regulatory requirements.

- Proficiency with Microsoft Word, Excel, or comparable computer programs.
- Ability to supervise employees, direct subordinate supervisors, and maintain productive working relationships with officials, employees, and the public.
- Ability to manage equipment, property, inventory, grant funds, and departmental budgets.
- Ability to establish policies, develop plans, guide systems and projects, and solve operational problems.
- Ability to prepare reports, communicate effectively, and represent the County in public meetings.

Physical Demands

This position requires the employee to use hands to handle, finger, or operate objects; reach with hands and arms; walk, talk, hear, use mental acuity, and sit or stand for extended periods. The employee must occasionally lift and/or move up to forty (40) pounds. Specific vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

Work Environment and Conditions

Work is generally performed in a relatively safe, secure, and stable environment, with visits to water, wastewater, sanitation, and construction facilities as necessary. Normal operating hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.; flexibility is required. Attendance at evening County Council and other meetings may be necessary. Additional hours or different duties may be required during emergencies. Scheduled hours, days, job location, duties, and other conditions are subject to change based on County needs.

Additional Information

This job description does not constitute an employment agreement between the County and the employee and is subject to change as the County's needs and job requirements change.