

# **JOB OPPORTUNITY CITY OF MANASSAS**

## **DIRECTOR OF PUBLIC WORKS**

**Salary: \$99,299- \$163,841**

The City of Manassas, Virginia is seeking a candidate to fill the position of Public Works Director for a full service Public Works Department. The ideal candidate is an industry leader with excellent management experience to manage, direct and coordinate the work of various divisions within the Public Works Department. This candidate will also ensure that capital improvement and maintenance projects are performed according to project terms, in compliance with contract guidelines, and in a timely manner.

**Hiring Range: \$99,299.20 - \$131,580.80/DOQ**

The successful incumbent will supervise, direct, and evaluate assigned staff; Develop and oversee employee work schedules to ensure adequate coverage and control; compile and review timesheets; approve/process employee concerns and problems and counsel or discipline as appropriate; interview potential candidates and makes hiring recommendations; complete employee performance appraisals; recommend promotions, discipline, termination and salary increases; and train staff in operations, policies, procedures.

Keeps Deputy City Manager, City Manager, City Council, and citizens informed regarding Public Works activities, and generally ensures that the activities are in line with the established goals and objectives provided by the city manager; acts as the person “responsible and in charge” in compliance with state code with respect to operations of Public Works.

Plans, develops, and obtains approvals for large public works budgets including appropriate rate structures; analyzes monthly financial reports and recommends budget adjustments as necessary.

Works closely with our local, regional, and state transportation partners on operation and maintenance of our transportation network. May serve as the City’s representative by working with the regional Northern Virginia Transportation Authority (NVTA) and the Virginia Department of Transportation (VDOT) on transportation related matters and projects.

Works closely with the City’s Utilities and Engineering Departments; cooperatively develops and administers City’s Capital Improvement Program for the department to include general government, parks, transportation and drainage projects; Conducts field inspections and makes complex decisions regarding ongoing capital projects.

Represents the department at local, regional and state meetings as required: Attends public hearings and make presentations to public gatherings and City Council regarding departmental proposals, projects, and activities.

Performs special assignments as requested: Researches and prepares reports and projects; develops and implements programs; administers state and federal grants; and presents technical data to City staff and others as needed.

Bachelor's degree in Public Administration; Civil, Mechanical, Structural or related Engineering field; Master's degree preferred; supplemented by seven (7) years progressively responsible experience in public works operations and administration; or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. May be required to possess additional certification(s) as deemed necessary by the City. Experience in major vertical building construction projects strongly preferred.

Must possess and maintain a valid Virginia driver's license.

To apply, complete a City application at <http://www.manassascity.org/hr/jobs>

**Initial application review will begin on April 30, 2018.**

Applications accepted until position is filled.

EOE M/F