

SPOTSYLVANIA COUNTY
Department of Human Resources
9104 Courthouse Road, P.O. Box 605
Spotsylvania, VA 22553
(540) 507-7293

<http://www.spotsylvania.va.us>

**INVITES APPLICATIONS FOR THE POSITION OF:
Director of Utilities/Public Works**

An Equal Opportunity Employer

SALARY

\$99,483.00 - \$129,328.00 Annually

ISSUE DATE: 07/08/18

FINAL FILING DATE: 07/21/18

THE POSITION

Performs highly responsible professional, technical, managerial and administrative work in directing the short and long range plans and programs of the County's Capital Construction, Public Works and Public Utility programs. Work involves ensuring that the municipal operations, services, work programs and fiscal management of the various divisions are coordinated to achieve their respective objectives. Work is performed with considerable professional and managerial independence within general policy guidelines. Work is evaluated for the successful accomplishment of both short and long range objectives, and for the efficient operation and maintenance of the system. Work requires identifying and responding to sensitive community and organizational issues, concerns and needs.

SPECIAL DUTIES & RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provides general guidance and supervision to Division Directors of Field Services, Public Works, Capital Construction, Utility Operations, Utility Engineering & Construction, Administration, Laboratory Services and Wastewater.

Periodic review and development of Department policy as it pertains to the maintenance and construction of public infrastructure.

Works with Division Directors to establish overall program objectives and standards; including internal divisional programming, program planning, fiscal management, administration and operational direction of respective functions.

Provides technical support to County Administration concerning the development and overall implementation of the Utility/Public Works Capital Improvement Program and the General Government Capital Improvement Program as it relates to public infrastructure (excluding transportation and stormwater control).

Evaluates overall Department staff levels to ensure desired or established levels of service are maintained.

Review of all Department contracts, task orders, and major procurements prior to submission to the County's

procurement agent.

Provide final review of all personnel action forms submitted by the Department prior to the submission to Human Resources.

Assists in the development of the Utility Rate Model to ensure appropriate expenditure/revenue ratios are maintained.

Serves as the Department's representative to various local, state, and federal agencies.

Serves as the Department's Emergency Operations Director.

Attends various meetings with County agencies, Board of Supervisors, general public, consulting engineers and various other organizations.

Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field of public works administration and professional engineering.

Assists the County Administrator in planning new water sources, attends meetings as necessary and meets with adjoining localities.

Performs other related duties as required.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described.

MINIMUM TRAINING & EXPERIENCE

Bachelor's Degree in Business or Public Administration, Civil Engineering, or a related field, and six (6) to nine (9) years of progressively responsible experience in public infrastructure operations, maintenance and construction; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Advanced degree or licensure as a professional engineer in the Commonwealth of Virginia is preferred.

APPLICATIONS MAY BE OBTAINED AND FILED

ONLINE AT:

<http://www.spotsylvania.va.us>

OR

9104 Courthouse Road, P.O. Box 605
Spotsylvania, VA 22553

EXAM #01113

DIRECTOR OF UTILITIES/PUBLIC WORKS

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