



# FLU<sup>♥</sup>ANNA COUNTY *Virginia*

## ***Employment Opportunity:***

### **Assistant Public Works Director – Utilities (#7510)**

***Fluvanna County*** has so much to offer you - a welcoming and vibrant community, neighbors helping neighbors, excellent public education, and rich opportunities for outdoor adventures.

**Fluvanna's** rolling hills and scenic mountain views invite hiking, paddling, fishing, primitive camping, horseback riding, and mountain biking. Golfing, youth sports and playgrounds, as well as an 18-hole disc golf course at Pleasant Grove Park offer more organized outdoor experiences. Explore the area's historic treasures, take in a performance at our performing arts center, and enjoy a variety of seasonal events. We are a community that encourages others to enjoy the bounty and beauty that is **Fluvanna County**.

Looking for a great place to raise a family and provide your children with a head start on their future? **Fluvanna County** Public School system is one of the best in the Commonwealth. One of only 20 systems in Virginia where every school has been fully accredited for the past five consecutive years, FCPS is focused on the whole child and offers STEM, and CTE classes, as well as special needs, gifted, and honors programs.

Community spirit and hospitality are alive and well in **Fluvanna** with many active volunteer and civic organizations providing opportunities to serve. We welcome the opportunity for you to experience it with us. We look forward to adding your unique talents and skills to this caring community.

***We hope you choose Fluvanna!***



*Photo by Marty Brookhart*

# Assistant Public Works Director – Utilities (#7510)

## **Position:**

Fluvanna County, Virginia, is seeking a full-time Assistant Public Works Director (Utilities). Under the general supervision of the Public Works Director, the Assistant Director supports the Director in oversight of all County utility operations by assisting with personnel issues, budgeting, long range planning, development of strategic initiatives, and representation on various boards and committees. The Assistant Director provides day-to-day direction, management, and oversight of all Fork Union Sanitary District, Zion Crossroads water and sewer system, and other County water and sewer systems and services.

For the full job description, go to [www.fluvannacounty.org/hr/jobs](http://www.fluvannacounty.org/hr/jobs).

## **Required Experience and Education:**

To succeed in this role, the candidate will be a graduate of an accredited college or university with major course work in civil or sanitary engineering, public administration, or related field. The candidate will bring 5-10 years of experience in the public utilities field, including supervisory experience. Certification by the Commonwealth of Virginia as a Waterworks Operator and Wastewater Operator are required, or the ability to obtain such certifications within one year of beginning employment. Preferred Qualifications include current licensure as a professional engineer in the Commonwealth of Virginia, or proven ability to obtain by reciprocity within 90 days of employment date, and prior local government experience. Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.

# Assistant Public Works Director – Utilities (cont.)

## Compensation and Benefits:

This is an FLSA non-exempt position and the Pay Band 19 salary is negotiable, depending upon education, licensure, certifications, and experience.

Excellent quality of work life, with top notch benefits including vacation and sick leave, health insurance options, and Virginia Retirement System benefits.

## How to Apply:

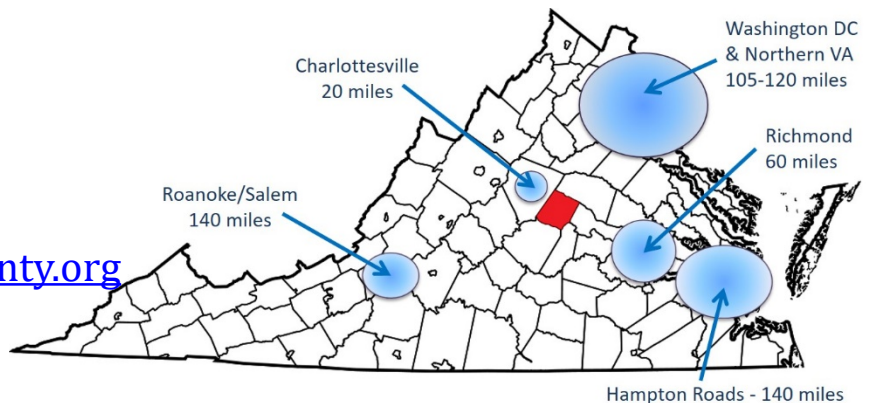
Submit a County application, resume, cover letter, and references by email to [jobs@fluvannacounty.org](mailto:jobs@fluvannacounty.org). Applications are available at the county website, [www.fluvannacounty.org/hr/jobs](http://www.fluvannacounty.org/hr/jobs). EOE

## Application Deadline:

Position open until filled.

## Questions?

HR Mgr: Jessica Rice  
Phone: (434) 591-1910  
Email: [jrice@fluvannacounty.org](mailto:jrice@fluvannacounty.org)



*Our 900-acre Pleasant Grove Park  
has more than 20 miles of hiking,  
horse, and bike trails*

## Compensation and Benefits

- ✓ Competitive pay with cost of living and market adjustments
- ✓ Retirement through participation in the Virginia Retirement System (VRS)
- ✓ Excellent Health, Vision, and Dental Insurance
- ✓ County-paid Life Insurance
- ✓ Deferred compensation available
- ✓ Numerous other employee-choice benefits
- ✓ Free Employee Assistance Program – confidential help for personal, work-related, and family concerns
- ✓ Holiday and Leave Package
  - 12-14 days of Holiday Leave annually
  - 12 days of Annual Leave (increases with continuous years of service)
  - 12 days of Sick Leave
  - Additional paid leave programs for Inclement Weather, Emergency, Jury Duty, Bereavement, and other types of administrative leave
- ✓ All work sites have free parking
- ✓ Annual Reward and Recognition dinner and ceremony
- ✓ Department-level recognition programs
- ✓ Learn and Earn Program – pay increases for educational achievements, licensures and certifications
- ✓ Wellness programs year round to stay healthy and well – free flu shot, weight loss programs, discounted rates with local area gyms
- ✓ Company Nurse Injury Hotline for assistance
- ✓ Free access to Fluvanna County Parks year round
- ✓ County employee discount to school sporting events
- ✓ Other resident discounts for county employees (regardless of residency)

More info online at: [www.fluvannacounty.org/hr](http://www.fluvannacounty.org/hr)



# Fluvanna Employee Ethics Statement

As employees of Fluvanna County we will act with integrity in all relationships by dedicating our efforts toward earning the respect, trust, and confidence of all whom we serve -- citizens, elected and appointed officials, and county staff.

*We will perform our work with **P.R.I.D.E.**:*

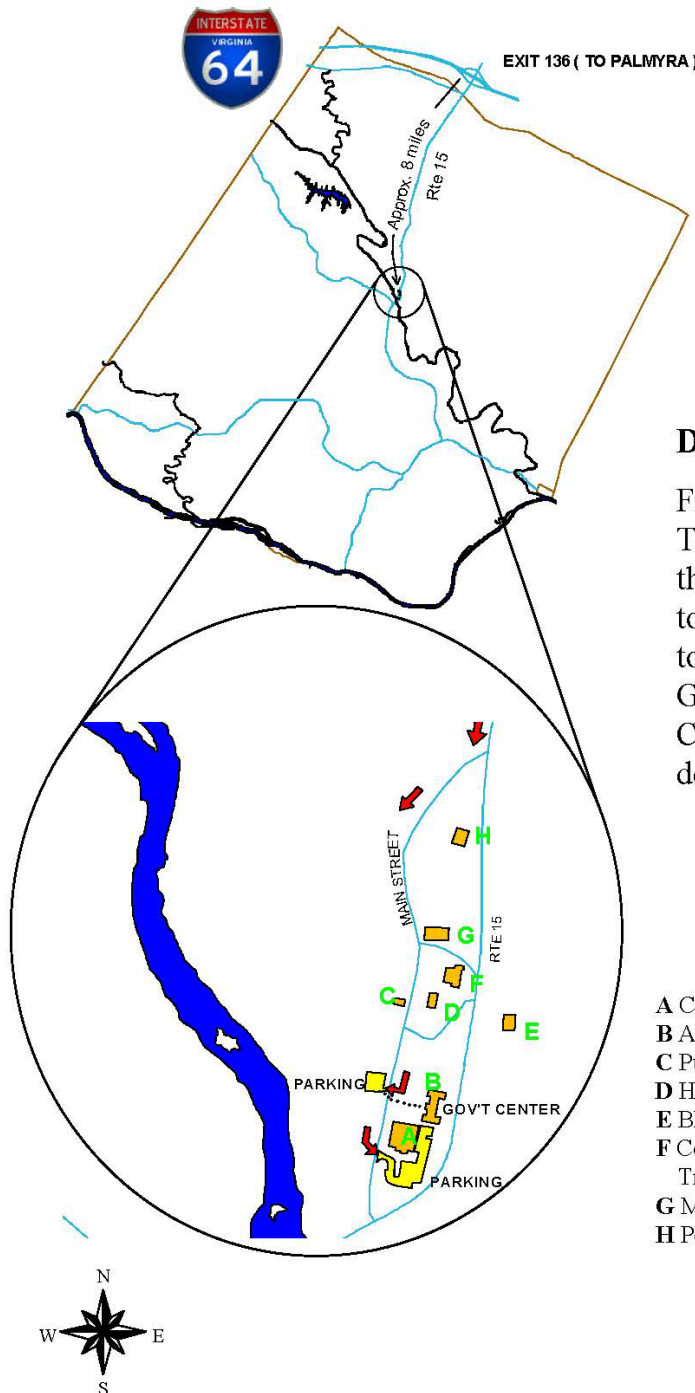
- |                     |   |
|---------------------|---|
| <b>People First</b> | We will give priority to the needs of citizens, coworkers, and employees.                                 |
| <b>Respect</b>      | We will treat others with courtesy and dignity by valuing their ideas, opinions, needs, and differences.  |
| <b>Integrity</b>    | We will serve with honesty, diligence, and responsibility and we will be accountable for our actions.     |
| <b>Deliver</b>      | We will follow through on commitments to self, staff, and the community, and we will exceed expectations. |
| <b>Excel</b>        | We will create a work environment that stimulates innovation and continuous improvement.                  |

***Serving our community....exceeding expectations!***



Fluvanna County is centrally located  
and convenient to every major city  
and urban area in Virginia.

# Fluvanna County Government Center Directions



*County of Fluvanna*

*"Responsive & Responsible Government"*

## Directions:

From Richmond or Charlottesville:  
Take I-64 to Exit 136 ... (Rte 15),  
then south approximately 8 miles  
to Main Street. Follow Main Street  
to parking area across from  
Government Center, or behind  
Circuit Court (shown as 'A' in  
detail)

A Clerk of Court	591-1980
B Administration	591-1910
C Public Works	591-1925
D Historic Court House	
E BB&T Bank	
F Commissioner of the Revenue	591-1940
Treasurer's Office	591-1945
G Methodist Church	
H Post Office	

# Fluvanna County...

*In the Middle of It All!*



**FLUVANNA**  
EST. 1777 *County* VIRGINIA

[VISITFLUVANNA.ORG](http://VISITFLUVANNA.ORG)



VIRGINIA IS FOR LOVERS



Fluvanna County, Virginia  
Department of Public Works  
Job Description

**ASSISTANT PUBLIC WORKS DIRECTOR - UTILITIES**

<b>Job Class #:</b>	7510
<b>Pay Grade:</b>	19
<b>Category:</b>	Full-Time (with benefits)
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Public Works Director

**SUMMARY**

The Public Works Department employs professional, skilled labor, and general labor positions in the functional areas of: Building and Grounds Maintenance; Custodial Services; Water and Wastewater; Irrigation; Roads; Solid Waste and Recycling; and Project Management.

Under general supervision of the Public Works Director, the Assistant Director for Utilities supports the Director in oversight of all County utility operations by assisting with personnel issues, budgeting, long range planning, development of strategic initiatives, and representation on various boards and committees. The Assistant Director provides day-to-day direction, management, and oversight of all Fork Union Sanitary District, Zion Crossroads water and sewer system, and other County water and sewer systems and services.

**ESSENTIAL FUNCTIONS**

- Oversees all County public utilities, including water production, treatment, transmission, and distribution, and wastewater collection and treatment, including related fiscal and billing activities.
- Plans, organizes, and supervises the County's public utilities operations, and staff.
- Coordinates and supervises the field operations within the Public Utilities Department
- Assists with procurement and contract administration for Public Utilities projects; Selects, negotiates and administers consultant contracts as required; coordinates with staff, architects and engineers in design and construction of utilities projects; oversees project administration and management.
- Supervises the maintenance and testing of existing meters and the installation of new meters.
- Supervises the maintenance, replacement and extensions of water mains, services and appurtenances, and water treatment facilities.
- Represents the county in interfacing with other governmental jurisdictions, contractors, regulators, consultants, and the general public in all matters related to municipal public utilities.
- Assists in developing programs and plans for additional, supplemental and alternate water supplies, treatment facilities and distribution systems to meet emergency and growth requirements; oversees programs and plans to meet the needs of the water pollution control system.
- Works with the Department of Environmental Quality, the Health Department and other regulatory agencies in meeting all appropriate regulations at each of the County facilities.
- Assists Emergency Management Coordinator in development of Emergency Response Plans involving critical utilities and infrastructure needs; serves as an Emergency Support Function (ESF).
- May assist in negotiating easement and land acquisitions to meet public utility needs.
- Participates in hiring of utility operations staff; trains, supervises and evaluates employees.
- Receives citizen inquiries or complaints and dispatches available information recommending action.



- Assists with preparation of division operating budgets and capital improvement budget, and monitors expenditures; reviews and pays invoices.
- Prepares various reports on projects and operations as requested.
- Prepares meeting agenda and supports the Fork Union Sanitary District Advisory Board.
- Performs related tasks as required.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

##### Knowledge of:

- Water production and wastewater treatment, delivery and collections systems, services and regulations.
- Hazards and safety principles and practices inherent to water and sewer utility operations.
- Principles and practices of a contemporary water and sewer utility; Knowledge of recent developments, current literature, and sources of information regarding water treatment, distribution and wastewater.
- Municipal public utilities administration, planning, and design.
- Budget development and management principles.
- Relevant federal and state laws, County ordinances, and department policies and procedures.
- Principles and practices of a local government procurement procedures.
- Public right-of-way, easements, water rights, contracting, negotiations, and legal documents.

##### Skills in:

- Supervision, management, and interpersonal relations.
- Problem solving, prioritizing, and planning.
- Effective oral and written communication.
- Preparing and delivering presentations; public speaking.
- Operation and use of common office equipment including personal computers and copiers, and job-related software programs.

##### Ability to:

- Recognize and resolve water treatment and distribution, and wastewater problems.
- Create and lead implementation of capital improvement plans or programs.
- Assist in creating and leading implementation of major construction projects.
- Analyze and solve problems to deal with a variety of variables in situations where no standardization exists or only limited standardization exists.
- Assist in formulating comprehensive operational policies and procedures.
- Meet with citizens to address concerns and complaints.
- Work independently and take initiative.
- Thrive in fast-paced, high-stress environments.
- Assess relative cost and benefits of potential actions.
- Maintain effective working relationships with other Departments, public officials, employees, and the public.

#### **ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**

##### **Minimum Qualifications\*\*:**

- Graduation from an accredited college or university with major course work in civil or sanitary engineering, public administration, or related field.
- 5-10 years of experience in the public utilities field, including supervisory experience.
- Certification by the Commonwealth of Virginia as a Waterworks Operator and Wastewater Operator, or ability to obtain such certifications within one year of beginning employment.

##### **Preferred Qualifications:**

- Current licensure as a professional engineer in the Commonwealth of Virginia, or proven ability to obtain by reciprocity within 90 days of employment date.

- Prior local government experience.

\*\*Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.

#### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Typical schedule is Monday-Friday, 8:00 am - 5:00 pm; may be required to work long hours on occasion.
- Required to carry a cell phone and subject to recall at any time during an emergency.
- Must be able to respond independently or as directed at odd hours and for extended periods during emergencies.
- Must be available to work some weekends and evenings for operations, presentations, training, and meetings.
- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Work requires kneeling, crouching, reaching, standing, walking, and grasping.
- Subject to inside and outside environmental conditions.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

#### **SPECIAL REQUIREMENTS**

- Possession of an appropriate driver's license valid in the Commonwealth of Virginia.
- This is an emergency essential position that requires performance of emergency duties and actions to prepare, repair, and recover the county before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or manmade).

#### **POST OFFER REQUIREMENTS**

- Criminal background check and driving record check.

<b>Department Head Recommended:</b>	<b>HR Manager Approval as to Form:</b>	<b>County Administrator Recommended:</b>	<b>Board of Supervisors Approved:</b>
	March 27, 2019	March 27, 2019	Pending