



Job Details

Job Function: Director of Public Services
Salary: \$92,806.40 - \$120,648.32
Position Type: Full-Time
Website: warrentonva.gov
Form of Government: Council – Manager

How to Apply

Post Date: February 7, 2020
Deadline: March 7, 2020

For more information and to apply visit our website at
http://www.warrentonva.gov/government/departments/human_resources/employment.php

Summary

Performs complex professional and administrative work planning and directing Public Works, Public Utilities, Fleet, and Environmental Services operations of the Town; does related work as required. Work involves setting policies and goals under the general direction of the Town Manager. Supervision is exercised over all department personnel. Any combination of education and experience equivalent to graduation from an accredited college or university with a degree in civil or environmental engineering, or related field and extensive experience in a responsible position in the public works, public utilities or engineering related field is required. Possession of a Professional Engineer's license issued by the Commonwealth of Virginia is desirable, not required.

Essential Duties and Responsibilities

1. Plans, organizes and oversees the activities of Public Works, Public Utilities, Fleet; Environmental Services and Stormwater Management MS4 divisions;
2. Confers and coordinates with the Town Manager, other Town officials and departments concerning major activities and work;
3. Develops and implements general policies, programs, goals, services and organization of the department; ensures compliance with codes and regulations;
4. Prepares a wide variety of reports and correspondence on department activities as requested; attends Council and other public meetings and gives presentations to various groups as required;
5. Recruits and selects department personnel; assigns, directs, trains, and inspects the work of staff; rewards, disciplines, coaches, counsels and evaluates staff performance; develops staff schedules; recommends transfers, promotions, suspensions, terminations, and demotions;
6. Reviews and approves site and construction plans relating to roads, private and public utilities projects; reviews and approves sanitary and storm sewer and water plans for private development sites and

subdivisions; ensures compliance with codes, Town, state and federal regulations; identifies needed changes and/or modifications;

7. Oversees and/or prepares engineering plans and specifications, bidding, competency of contractors and vendors and the selection criteria for public contracts; oversees project management for the construction of municipal projects; oversees assigned projects to ensure contractor compliance with applicable codes, time and budget parameters for the project;
8. Develops and implements departmental operating and capital improvement budgets; monitors expenditures and reallocates funds as needed; researches cost saving measures including technology, equipment, products, etc.; ensures accountability of Town resources;
9. Serves as liaison between the Town and federal, state and other local government agencies concerning departmental activities;
10. Oversees the activities of the Stormwater Management Program;
11. Receives and responds to questions, complains, and inquiries from the general public and developers; explains department functions, services, and responsibilities;
12. Performs related tasks as required.

Supervisory Responsibilities

Manages division superintendents and managers who supervise employees in Public Works, Public Utilities, Fleet, Environmental Services and Stormwater Management MS4 divisions. Is responsible for overall direction, coordination and evaluation of these divisions. Carries out supervisory responsibilities in accordance with the Town's policies and applicable laws. Responsibilities include interviewing, hiring, training employees; planning, assigning and directing work; appraising performance; rewarding and discipline employees; addressing complains and resolving problems.

EEO Employer.