

SPOTSYLVANIA COUNTY
Department of Human Resources
9104 Courthouse Road, P.O. Box 605
Spotsylvania, VA 22553

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

**INVITES APPLICATIONS FOR THE POSITION OF:
Manager, Utilities Development Services**

An Equal Opportunity Employer

SALARY

\$71,711.98 - \$85,000.00 Annually

FINAL FILING DATE: Continuous

THE POSITION

Under limited supervision, performs administrative and technical work for the Utilities Department associated with the Development Services Program. Work involves supervision of all staff involved in review of the development plans, plats and record drawings for the Department of Utilities. Work also involves oversight of the Utilities Department's inspection program and line location program.

Employee must exercise initiative and independent judgment in performing day to day activities. Employee must also exercise tact and courtesy in frequent contact with County Officials, employees, and the general public.

SPECIAL DUTIES & RESPONSIBILITIES

- Supervises the review and approval of proposed construction plans and plats for commercial and residential developments, assuring conformance of all development activities with applicable County, State, and Federal requirements from conceptual stage through construction inspections and utility acceptance. Coordinates with outside consultants concerning the interpretation of plans and resolution of issues during construction.
- Develops and maintains the design and construction standards for the Utilities Department. Ensures that all standards and specifications conform to current Utility practices. Ensures that all utility guidance documents, checklists and other materials intended for the public are current.
- Supervises construction inspectors and the construction inspection program. Initiates and recommends to the Department Director or his designee for final approval regarding, hiring, terminations, performance evaluations, disciplinary, and/or commendatory actions for assigned personnel.
- Manages and maintains the Cityworks Project Tracking Portal & GIS boundaries for the development community, Customer Service Division, Zoning Department and Building

Department.

- Reviews development activities for conformance with the most recent Water and Sanitary Sewer Master Plan.
- Assists with system modeling for rezoning's and other proposed developments to determine required flow and future capacities.
- Manages the County private developer cost share program, including cost share development, sole source requests, legal review, and execution.
- Manages the private development bonding program for Utilities including review, inspections status, utility acceptance, and reduction requests.
- Serves as the Department representative on the County Technical Review Committee
- Coordinates with internal review staff from Planning, Zoning, Building, Parks and Recreation, Fire and Rescue, VDOT and other agencies to ensure consistency and cohesiveness of provided comments and responses to all development review submittals.
- Responds to phone calls, emails and walk-in requests for information or clarification associated with development plans reviews and all supporting activities from developers, engineers, contractors and the general public.
- Coordinates with staff from other divisions/departments, regarding questions, concerns and conflicts during construction of proposed and approved development projects.
- Maintains effective and positive public relations with other Departments, state agencies, cities and the public in general. Assigns appropriate Division staff to represent the Division by attendance at all Technical Review Committee meetings.
- Prepares all necessary reports to maintain compliance with federal, state and local regulations.
- Supervises the review and approval of record drawings for commercial and residential developments, assuring conformance of all development activities with applicable County requirements. Coordinates with outside consultants concerning the interpretation and quality of record drawings in relation to the assets installed during construction and inspections.
- Develops and maintains the line location program for the Utilities Department. Ensures that all markings conform with County records and GIS locations. Ensures that all utility guidance documents, checklists and other materials intended for the public are current.
- Supervises line locators and the line location program. Initiates and recommends to the Department Director or his designee for final approval regarding, hiring, terminations, performance evaluations, disciplinary, and/or commendatory actions for assigned personnel.
- Manages and maintains the Cityworks DigSmart Platform & GIS boundaries for locator areas, ticket distribution and tracking.
- Performs other related duties as required.

MINIMUM TRAINING & EXPERIENCE

Bachelor's degree in civil engineering or related field required with at least three to five (3-5) years of progressively responsible experience in public water and sewage utilities; Professional Engineer's license preferred; experience in budget, personnel, programs and performance within a Public Utilities organization preferred – OR – any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.