



STAFFORD COUNTY
 Department of Human Resources
 Stafford, VA 22555-0339

<http://staffordcountyva.gov>

**Invites Applications for the Position of:
 ASSISTANT DIRECTOR, PUBLIC WORKS - CAPITAL PROJECTS 02847**

An Equal Opportunity Employer

SALARY

\$44.21 - \$66.89 Hourly \$91,956.80 - \$139,131.00 Annually

OPEN DATE: 12/11/20

CLOSING: Continuous

THE POSITION

Performs complex professional and difficult administrative tasks related to the planning, review, design, construction, and inspection of projects included in any of the County Capital Improvement Programs (CIP). Supervision is exercised over professional, technical, and/or clerical personnel. Work is performed under the general supervision of the Director of Public Works - Capital Construction.

The expected hiring range for this position is \$92,000 - \$119,000. Consideration will be given to the successful applicant's experience and qualifications.

EXAMPLES OF DUTIES

Contributes to managing and guiding to successful completion, in a timely manner and within budget, multiple complex engineering and construction projects that are part of the County Capital Improvements Program.

Contributes to managing the design and construction of CIP projects, both internal and by consulting engineering firms who perform planning, design and construction administration of capital projects;

Processes plans through local, State and Federal regulatory agencies;

Tracks project budgets and ensures timely acquisition and formulation of financial reporting data;

Assists in coordinating and assigning the work of professional and sub-professional engineering staff engaged in the review, design, and construction of public infrastructure;

Assists in the preparation of the department budget and CIP;

Manages timeliness and completeness of annual department budget and annual Utilities/Transportation CIP's,

Manages the overall procurement needs of the department with the Central Procurement Office;

Assists with tracking and administering contracts including the award of contracts, payments under the contracts, and change orders;

Manages personnel and human resource needs for the department;

Assists with reviewing and evaluating bids, RFQs, and RFPs received;

Tracks and manages all necessary property acquisitions and easements needed for capital projects;

Participates in the short-, mid-, and long-term planning for public infrastructure;

Participates in the review and updating of a variety of engineering and construction standards;

Participates in meetings with the general public, landowners, engineers, developers, other County staff and Board members to provide information related to....;

Prepares and maintains files and records.

Assists with training and oversees supportive personnel;
Performs related tasks as required.

TYPICAL QUALIFICATIONS

Knowledge of modern principles and practices of engineering relating to the planning, design, construction and operations of public facilities and infrastructure; Understanding of principles and practices of engineering management and construction management; Ability to communicate technical ideas effectively, both orally and in writing; Experience in contract administration, effective supervision, computer equipment and software applications, and the ability to communicate effectively both orally and in writing; Ability to understand public procurement, budgeting, and personnel management; Ability to supervise engineering and related activities, prepare and interpret specifications, contract documents and reports; Ability to plan, direct, coordinate and supervise the work of professional and sub-professional engineering personnel; Ability to establish and maintain effective working relationships with public officials, contractors, the general public and other County staff.

Any combination of education and experience equivalent to a Bachelor's degree in Civil Engineering or Construction Management and at least five years of progressively responsible professional engineering experience in the design and construction of public infrastructure. Registration as a Professional Engineer is preferred, but not required.

SUPPLEMENTAL INFORMATION

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, standing, walking, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://staffordcountyva.gov>

OR

P.O. Box 339,
Stafford, VA 22555-0339

EXAM #02847
ASSISTANT DIRECTOR, PUBLIC WORKS - CAPITAL PROJECTS

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