



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

<http://staffordcountyva.gov>

**Invites Applications for the Position of:
 ASSISTANT DIRECTOR OF PUBLIC WORKS, UTILITIES OPERATIONS**

An Equal Opportunity Employer

SALARY

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

OPEN DATE: 11/24/20

CLOSING: Continuous

THE POSITION

Performs difficult professional and administrative work planning, organizing and directing the operation of the County's water and wastewater treatment facilities and systems. Does related work as required. Supervision is exercised over personnel. Work is performed under the general supervision of the Director of Public Works - Utility Operations.

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

Plans, directs and supervises water and wastewater services, systems and personnel;
 Develops and monitors the department budget;
 Oversees the preparation and maintenance of files and records.
 Plans, directs and coordinates the operation and maintenance of the County's treatment plants and related facilities;
 Approves the replacement of equipment and the requisitioning of supplies and materials;
 Plans for facility demands and directs necessary contingencies;
 Reviews plans, specifications and contracts and works with consultants relating to water and wastewater facility additions, improvement, etc.;
 Supervises and participates in the design of facility modifications;
 Establishes standards for the operation of treatment facilities;
 Provides input to development plan review process to ensure proper coordination of projects;
 Develops short-, near-, and long-term programs for the improvement, expansion, or implementation of the operation and maintenance of the utility system;
 Meets with plant engineers, representatives of local industries, contractors, and the public to discuss problems and possible solutions regarding water and wastewater;
 Interacts with the media to inform, answer questions, etc.;
 Serves as liaison with State regulatory agency officials regarding water and wastewater issues;
 Directs the maintenance of facility and system records;
 Prepares a variety of reports for State and Federal regulatory agencies, engineering consultants, and internal use;
 Prepares specifications for chemicals, vehicle and equipment purchases;
 Performs related tasks as required.

TYPICAL QUALIFICATIONS

Comprehensive knowledge of the machines, equipment, materials and operating practices and procedures of all phases of water supply and treatment; comprehensive knowledge of the machines, equipment, materials, processes and theories associated with wastewater treatment operations; thorough knowledge of all State and Federal laws pertaining to water supply and waste treatment; general knowledge of chemistry, bacteriology and related fields; thorough knowledge of the construction, assembly, installation and repair of water and wastewater works machinery and equipment; ability to plan, lay out and supervise work programs, research projects, reports and studies; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing.

SUPPLEMENTAL INFORMATION

Any combination of education and experience equivalent to graduation from an accredited college or university in civil engineering or science and 3 to 5 years of extensive responsible experience in the operation and maintenance of modern water and wastewater treatment facilities.

SPECIAL REQUIREMENTS:

Possession of Professional Engineer license preferred or;
Possession of a valid certificate from the State Board of Certification as Class I Water Treatment Plant Operator and Class I Wastewater Treatment Plant Operator.
Must possess a valid Virginia Driver's License.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some 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; work requires standing, and walking; 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, 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.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://staffordcountyva.gov>

OR

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

EXAM #02846
ASSISTANT DIRECTOR OF PUBLIC WORKS, UTILITIES
OPERATIONS
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