



# Director of Public Works

City of Lexington Virginia

**Division:**

Open

**Contact Name:**

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**Date Posted:**

03/11/2022

**Position Description:**

The City of Lexington is accepting applications for the full-time exempt position of Director of Public Works. The Director of Public Works performs complex professional work pertaining to the administration of the Public Works Department. This department is comprised of seven (7) functional divisions: Utilities, Right-Of-Way Maintenance, Construction, Parks & Cemeteries, Building Maintenance, Solid Waste and Recycle, and Vehicle/ Equipment Maintenance. The department has over 40 full-time employees and an operating budget in excess of \$7.5 million annually.

The Director is expected to serve as a strategic leader with broad operational control over the department. The incumbent is responsible for planning, scheduling, and administering the daily operations and maintenance functions of Public Works. The Director shall additionally coordinate these activities with other city departments and outside agencies, as applicable. This position ultimately reports to the City Manager. Operations are 24/7 and include emergency response protocols.

The Director will be an experienced leader with a passion for excellence and outstanding technical communications and team-building skills. Will be results-oriented and solutions driven, maintain a commitment to citizens' customer service, and have a high energy level with the ability to enjoy and relish challenges. The successful applicant will be required to successfully complete a criminal background check and drug screening.

**Essential Functions/Typical Tasks:**

- Assumes full management responsibility for all Public Works Department services and activities;
- Performs liaison between the Office of the City Manager and the Department of Public Works, and advises on the same;
- Directs the development and implementation of Public Works Department goals, objectives, policies and priorities for each assigned service area;
- Serves as intergovernmental coordinator between departments, federal and state authorities;
- Oversees and participates in the development and administration of the Public Works Department operating and capital budgets;
- Represent the Public Works Department to the general public, other city departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments and outside agencies;
- Oversees the coordination and execution of capital improvement projects with staff, municipal departments, and regional partners;
- Assess and monitor the City's infrastructure to provide adequate levels of public service both for existing system and development;
- Plan, direct and coordinate the Public Works Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems;
- Development and evaluation of programs, policies and procedures necessary to ensure safe and effective management of staff and daily operations;
- Coordinates routinely with numerous Virginia state and regional organizations and agencies such as Department of Transportation, Department of Health-Office of Drinking Water; Department of Environmental Quality; Department of Conservation and Recreation; Maury Service Authority; Blue

- Ridge Resource Authority; and Central Shenandoah Planning District Commission;
- Reviews and analyzes a variety of city franchise and regional organization agreements to assure the City's interests are well served;
  - Performs related tasks as required.

**Knowledge, Skills, and Abilities:**

- Thorough knowledge of the principles and practices of civil engineering;
- Comprehensive knowledge of municipal public works management, administration, planning, engineering, and operations;
- Ability to formulate comprehensive operational policies and procedures;
- Ability to prepare technical and management reports; ability to supervise the work of a large staff;
- Ability to establish and maintain effective working relationships with City officials, other public officials, professional consultants, state and regional organizations; associates, contractors; and the general public.
- Skilled in computer office software and familiarity with engineering related software such as AutoCAD and system modeling software.
- Knowledge of the Virginia Public Procurement Act is desirable.
- Ability to perform effectively under general supervision, analyze problems, research relevant regulations and standards, and present alternative solutions to decision makers.
- Ability to manage multiple ongoing tasks and assignments.

**Education and Experience:**

Bachelor's Degree in civil engineering with a broad spectrum of experience. Preference may be given to candidates who are a Professional Engineer in the Commonwealth of Virginia. Have dynamic leadership skills and a passion for development and maintenance of high quality customer service oriented programs. Must be an energetic, people person with excellent problem solving skills. Must be able to demonstrate proven experience as a leader, manager, innovator and multitasker.

**Professional Registration:**

Registration as a Professional Engineer in the Commonwealth of Virginia is preferred.

**Special Requirements:**

Must possess a current Commonwealth of Virginia Driver's license and be insurable through the city's insurance carrier. Must consent to and successfully complete pre-employment national Background Screening, Drug Testing, and Virginia Department of Motor Vehicles Driving Record check as a condition of employment.

**Physical Requirements:**

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires kneeling, crouching, reaching, standing, walking, and grasping; verbal communication is required for expressing or exchanging ideas by

means of the spoken word, and conveying detailed or important instructions to others clearly and accurately; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, 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, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

**Application Procedure:**

Application forms are available at the City of Lexington, 300 E. Washington Street, Lexington, VA 24450, and [online](#). **Applications along with cover letter and resume must be returned to the City of Lexington, 300 E. Washington Street or via email at [rbailey@lexingtonva.gov](mailto:rbailey@lexingtonva.gov) . Application review is ongoing and position is open until filled.**

**Compensation:**

Pay Grade 5: Annual salary dependent on qualifications and experience.

**About Us:**

The City of Lexington is an Equal Opportunity Employer that values diversity in its workforce.

**Job Type:**

Full Time

**Pay Type:**

Salary