



CITY OF HOPEWELL
invites applications for the position of:

Public Works Director

SALARY: \$104,640.36 - \$138,648.47 Annually

DEPARTMENT: Public Works

JOB TYPE: Regular Full-Time

OPENING DATE: 09/13/22

CLOSING DATE: 10/30/22 11:59 PM

DESCRIPTION:

Residency Requirement- If you reside within 30 miles of the city limits of the City of Hopewell at the time of initial employment, you are exempt from the residency requirement. If you relocate your primary residence while employed by the City of Hopewell, you shall be subject to the residency requirement. City Council may waive this requirement.

Performs complex professional work planning, organizing, directing, and administering the activities of the department including street maintenance, building maintenance, stormwater program, fleet maintenance, solid waste collections, and construction project management, and related work as apparent or assigned. Work involves setting policies and goals. Departmental supervision is exercised over all personnel.

EXAMPLES OF DUTIES:

- Directs and coordinates the operations of stormwater management, building construction and maintenance, street and drainage maintenance, grounds maintenance, cemetery operations, solid waste collection, management of inactive landfills, and fleet services.
- Manages construction contracts for the City; oversees project management for the construction of the municipal public works projects; coordinates and monitors the work of contractors; makes field inspections of public works or engineering projects to review progress, ensures completion and compliance with contract requirements.
- Works closely with the City Council, City Manager, Deputy City Manager, other City departments, and a variety of public and private organizations in developing programs and implementing projects to solve problems related to public works issues.
- Participates in planning activities for the City; serves as a member of the Metropolitan Planning Organization and the Central Virginia Waste Management Organization.
- Evaluates and develops City ordinances and policies for effectiveness and appropriateness.
- Supervise and participate in the development and administration of the Public Works Department, division, and capital improvement budgets; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures.
- Coordinates and/or facilitates department activities with the needs of other City departments.
- Receives and responds to inquiries, complaints and explains department programs to citizens; investigates and takes necessary actions.

- Serves as the City's resource for technical engineering expertise; provides engineering consultations with staff and community.
- 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.
- Ensures the proper safety training and practices of staff.
- Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

TYPICAL QUALIFICATIONS:

Minimum Education and Experience:

- Bachelor's degree in civil engineering or a related field and extensive progressively responsible experience in civil engineering and public works services, maintenance and operations, including considerable supervisory experience, or an equivalent combination of education and experience.

Licenses and/or Certifications:

- Valid driver's license in the Commonwealth of Virginia.

Preferred

- Registration as a Professional Engineer in the Commonwealth of Virginia.

Knowledge:

- Thorough knowledge of civil engineering principles and best practices.
- Extensive knowledge of construction inspections, quality control methods and practices, and of municipal public works administration.

Skills:

- Leadership and communication skills.
- Strong technical problem solving and analytical skills.

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Abilities:

- Ability to deal with multiple projects/issues concurrently.
- Ability to work with others and to communicate engineering solutions clearly and concisely.

Other Requirements:

- Ability to work on rotating shifts during snow and natural emergencies.

SUPPLEMENTAL INFORMATION:

Work Environment:

- Work is primarily performed indoors but is exposed to temperamental changes (warehouses, covered loading docks, garages, etc.) or extreme noise, odors, heights and/or dust.

Essential Physical Activities:

- Stooping, crouching, walking, lifting, grasping, hearing, seeing up close, seeing far away, kneeling, reaching, talking, standing, finger movement, depth perception.
- Typical weight handled: up to 75 lbs.

300 N Main St, Rm 223 Hopewell, VA 23860 804-541-2211 or 804-541-2245

humanresources@hopewellva.gov
