



## Director of Public Works

The Town of Woodstock's Director of Public Works is retiring after several decades of service, so the Town is seeking a team-oriented professional to join the management team and take the department to the next level.

This position performs complex professional and difficult administrative work planning, directing, and administering all public works operations, including street and transportation construction, planning and maintenance; building and grounds maintenance; fleet and equipment maintenance; water and wastewater treatment; stormwater management; and related public works operations of the Town. Responsibilities include budget preparation and monitoring, personnel management, project and program oversight and inspection, procurement, setting policies and goals, and related work as apparent or assigned. Work is performed under the general direction of the Town Manager. Supervision is exercised over all personnel within the department.

Thorough knowledge of the principles and practices of public works administration, development and maintenance of municipal public works and public utilities projects; thorough knowledge of state and federal laws and regulations, local ordinances and standards and departmental policies and procedures affecting departmental activities; thorough knowledge of water and sewer standards, operations and procedures; skills in gathering and analyzing data and determining capabilities, condition and limitations of existing systems. Ability to: plan, coordinate and evaluate personnel and programs in achieving maximum efficiency; communicate ideas effectively, both orally and in writing; review and analyze plans and specifications for the construction of public facilities; establish and maintain effective working relationships with contractors, governmental agency representatives, elected officials, associates, and the general public.

Bachelor's degree with coursework in civil engineering, business/public administration, or related field and extensive experience public works administration, engineering, planning; or equivalent combination of education and experience required. Professional Engineer license issued by the State of Virginia desirable, but not required. Demonstrated leadership with a minimum of 5 years progressively responsible experience in public service required.

The position is at-will, full-time, with occasional night meeting requirements, and the hiring range is \$60,401 – \$93,622 and is classified as an FLSA exempt position. The successful applicant must be able to pass a pre-employment, post-offer drug screening. The position packet is available at

the Town of Woodstock Municipal Office, 135 North Main Street, Woodstock VA 22664 or [www.townofwoodstockva.gov/jobs](http://www.townofwoodstockva.gov/jobs).

This position is open until filled with the first review of applications anticipated for the week of **February 27, 2023**.

*The Town of Woodstock is proud to be an equal opportunity employer.*