



The County of Greene seeks a highly qualified professional to serve as Water and Sewer Director. Performs complex professional work planning, directing, and supervising the daily operations of water and sewer treatment and delivery and related staff, ensuring compliance with health, safety, and engineering standards, updating and maintaining permits and licenses for operation, planning long-term operational and infrastructure improvements, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Administrator. Supervision is exercised over all departmental personnel.

A current Virginia professional engineers license and certification as a Virginia Class I water and/or wastewater operator are preferred. The compensation package includes health insurance and retirement benefits, and the hiring rate depends on qualifications. Salary range is \$96,651-\$154,512. Full job description and county application can be found at greencountyva.gov.

For consideration, please submit a cover letter, resume, County Application, and salary requirements to: Lisa Roach, Human Resources Director, P.O. Box 358, Stanardsville, VA 22973 or lroach@gcva.us. The position will remain open until filled and applications will be reviewed as received. EEO, AA, M/F/H/V employer.

Water and Sewer Director

FLSA Status: Exempt

General Definition of Work

Performs complex professional work planning, directing, and supervising the daily operations of water and sewer treatment and delivery and related staff, ensuring compliance with health, safety, and engineering standards, updating and maintaining permits and licenses for operation, planning long-term operational and infrastructure improvements, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Administrator. Supervision is exercised over all departmental personnel.

Qualification requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Directs the activities of the Water & Sewer Department, including planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and standards.

Directs and manages the development and implementation of departmental goals, objectives, policies, and priorities. Supervises departmental staff; prioritizes and assigns work; conducts performance evaluations; ensures staff is trained; ensures employees follow policies and procedures; maintains a healthy and safe working environment; performs hiring, termination, and disciplinary actions and provides recommendations as needed.

Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs and implements changes.

Leads the development and administration of the department operating budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.

Creates and manages capital planning and program development to ensure all necessary activities and compliance occur in a timely and professional manner.

Oversees all water and sewer related work, assuring compliance to State, local, and industry standards; serves as consultant to County staff, contractors, and citizens.

Reviews engineering drawings; assimilates information on projects by private contractors, County, and outside agencies.

Serves as the primary contact with the Virginia State Waterworks Board, Health Department, and Virginia Department of Environmental Quality in compliance matters, reporting problems, and program status.

Represents the Water & Sewer Department to other departments, elected officials, and outside agencies; coordinates assigned activities.

Plans, directs, and coordinates the Water & Sewer Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; collaborates with key staff to identify and resolve problems.

Knowledge skills and abilities

Comprehensive knowledge of pertinent federal, state, and local laws, codes, and regulations governing municipal water treatment practices and procedures; comprehensive knowledge of the principles and procedures of management systems and reporting; comprehensive knowledge of the principles and practices of supervision, training, and performance evaluation; comprehensive knowledge of fiscal planning and budget preparation; comprehensive knowledge of the County personnel policies and procedures; comprehensive knowledge of growth and expansion estimates, water system demands and projection; comprehensive knowledge of technical aspects of

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water, wastewater, and operation and maintenance of water distribution mains, service lines, wastewater gravity mains, force mains, pump stations, and related equipment; comprehensive knowledge of modern methods, tools, equipment, materials, and work practices utilized in water and sewer utility operations; comprehensive knowledge of physical, chemical, and biological wastewater treatment process; comprehensive knowledge of risk Management Plans and safety protocols; thorough knowledge of standard office procedures, practices and equipment; skill in organization and time management; skill in data analysis and problem solving; skill in managing multiple programs, projects and tasks; skill in interpersonal relations and customer service negotiation; ability to manage and direct water/wastewater activities and operations; ability to analyze and assess programs, policies and operational needs and make appropriate adjustments; ability to plan, organize, direct and coordinate the work of subordinate staff; ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; ability to research, analyze and evaluate new service delivery methods and techniques; ability to prepare clear and concise administrative and financial reports; ability to participate in the preparation and administration of large and complex budgets; ability to communicate complex ideas effectively both orally and in writing; ability to establish and maintain effective working relationships County officials, other governmental officials, associates and the general public.

Education and Experience

Bachelor's degree with coursework in engineering, or related field and moderate experience managing public works construction and maintenance operations with considerable supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work has standard vision requirements; 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; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.
Class A 1 Operator's license in water or wastewater preferred.