



Gloucester County

## Director of Public Works (New Position)

<b>SALARY</b>	\$10,731.83 Monthly \$128,782.00 Annually	<b>LOCATION</b>	Gloucester, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	08182023-01
<b>DEPARTMENT</b>	PUBLIC UTILITIES	<b>OPENING DATE</b>	08/18/2023

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### Description

**The Director of Public Works** supervises the design and construction of all County properties, including buildings, parks, grounds, solid waste facilities, and major water/sewer utilities. The Director will oversee the activities of employees within the departmental structure including engineering, public utilities, and facilities management. The position will be expected to project budgetary needs for each division and capital improvement plans annually. This position must exercise tact and courtesy when interacting with public officials, developers, contractors, and the general public. This position will report to a Deputy County Administrator.

Click here to view job profile: [Director of Public Works](#) (Download PDF reader)

### Job Highlights

- Plans, organizes and directs all activities of Public Works Department employees to ensure service of current and anticipated needs of the County.
- Oversees overall operation of water treatment plant, water supply system, and sewage collection system in accordance with established state and federal regulations.
- Participates in long-range planning; reviews and approves plans and specifications for system expansion.
- Oversees County construction and engineering projects to assure quality workmanship and quality products are used at reasonable costs.
- Provides in-house design and construction services for all County departments to minimize construction costs.
- Coordinates, prioritizes, and reviews the work of the Facilities Management Director, Engineering Manager, and Utility Manager and their assigned staff.
- Develops bid specifications and follows procurement policies in the acquisition of capital projects equipment and materials.
- Assists in the development, grant management and project review of transportation planning.
- Selects and hires consultants, contractors, and staff; coordinates work to ensure regulatory requirements, deadlines and goals are met.
- Research, plan and draft new ordinance or changes to ordinances to meet revisions to the County Code of Laws for topics related to public works, water and sewer systems, solid waste, mosquito control, sanitary district, etc.
- Works with staff to perform or coordinate all required annual inspections.
- Maintains all required safety certificates, and emergency action plans.
- Develops, coordinates, and monitors a variety of projects.
- Advises department heads on the status of projects involving their departments or areas of interest.
- Receives and investigates complaints, requests, or inquiries from the general public.

- Serves on federal, state, and County committees (such as CIP), relating to public works and utilities/environmental matters.
- Performs other related work as required.

**For a complete list of duties and the full job description:** [Director of Public Works](#) ([Download PDF reader](#))

## Qualifications

Bachelor's degree in public administration, engineering, architecture, or a related field (a Master's degree is preferred), and 6 to 9 years progressively responsible public works or civil engineering experience for a municipality or similar public sector organization, with specific experience in solid waste, stormwater, wastewater, construction management, engineering, planning, and budgeting, with a minimum of three (3) years' experience at an executive level; or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities.

## Special Requirements

Must be registered as a Professional Engineer (PE) by the Commonwealth of Virginia.

Possession of a valid Virginia driver's license and a satisfactory driving history.

Possession of Water Treatment Plant Operators certification preferred.

**To be considered for this position, your online application must include cover letter, resume, and three (3) professional references.**



Professional references are individuals who can attest to your job related knowledge, skills and abilities while working or in a volunteer capacity and are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.

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Drug Free Workplace***

***OUR Community: Gloucester County***

### Agency

Gloucester County

### Address

6489 Main Street

Gloucester, Virginia, 23061

### Phone

(804) 693-5690

### Website

<http://www.gloucesterva.jobs>

## Director of Public Works (New Position) Supplemental Questionnaire

### \*QUESTION 1

**What is your current highest level of education completed?**

- ☐ I do not have a High School diploma or GED
- ☐ HS Diploma or GED
- ☐ Some College
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree or higher

**\*QUESTION 2**

**If post secondary education is obtained, what field of study is your degree?**

**\*QUESTION 3**

**Do you possess a valid driver's license?**

- ☐ Yes
- ☐ No

**\*QUESTION 4**

**If you possess a valid driver's license, list the issuing state and expiration date.**

**\*QUESTION 5**

**Indicate your engineer licensure level.**

- ☐ Registered Professional Engineer Licensed in Virginia
- ☐ Registered Professional Engineer Licensed in another state
- ☐ Engineer-in-Training
- ☐ None

**QUESTION 6**

**If you are registered as a Professional Engineer by another state, indicate which state.**

**\*QUESTION 7**

**Do you have six (6) to nine (9) years of progressively responsible public works or civil engineering experience for a municipality or similar public sector organization? If so, name employer(s).**

**\*QUESTION 8**

**Briefly describe how you ensure compliance with State and Federal regulations applicable to your areas of responsibility.**

**\*QUESTION 9**

**What class of water treatment plant operator license do you currently hold?**

- ☐ Class I Operators License
- ☐ Class II Operators License
- ☐ Class III Operators License
- ☐ Class IV Operators License
- ☐ None

**\*QUESTION 10**

The supplemental questions are very important and will be used to determine if you meet the basic qualifications as listed on the job posting and in the job description. I acknowledge that I must complete the supplemental questions section in order for my application to be considered complete as well as submit a cover letter, resume, and three (3) professional references.

☐ Yes

☐ No

\* Required Question