



DEPUTY DIRECTOR OF PUBLIC WORKS

General Description: This is an executive level, professional position. The incumbent performs professional and administrative tasks to assist in implementing the County's waste management, airport, transportation, and engineering functions related to community development, erosion and sediment control, drainage maintenance, stormwater management, and project management.

Organization: The Deputy Director of Public Works reports to the Director of Public Works. The Department has a staff of approximately seventy (70) employees. The incumbent directly supervises the business, engineering, stormwater / environmental functions, and other duties as assigned.

Essential Functions:

- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Assists the Director in planning, supervising, organizing, coordinating, and directing activities of the Department.
- Assists County Departments in construction management of capital projects, serves as construction manager, and supervises construction management of a variety of county-sponsored construction projects.
- Provides expertise on stormwater management, environmental management, and engineering.
- Gathers and analyzes data and provides information to the County Administration and Board of Supervisors.
- Assists in directing financial operations of the department, including development and monitoring of the department's budget.
- Develops policies/procedures that comply with applicable state/county/federal rules, regulations, and laws.
- Responds to requests for information/data from County Administration and the Board of Supervisors.
- Receives and investigates inquiries from the general public pertaining to departmental services or programs.
- Delivers presentations before various civic and community groups to promote County improvements.

Hiring range is \$93,094 - \$123,000, plus excellent benefits. To view the full job description or to apply, please visit our career site at www.hanovercountyjobs.com (804) 365-6075.