



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON

DEPUTY DIRECTOR OF PUBLIC WORKS-OPERATIONS

The City of Staunton, located in the heart of the Shenandoah Valley, is seeking highly qualified applicants for the position of Deputy Director of Public Works-Operations. Come join our highly professional team dedicated to serving this dynamic city and its citizens. For more information about the Department of Public Works, please visit <https://www.ci.staunton.va.us/departments/public-works>. The City of Staunton offers highly competitive compensation and benefits and a wide range of amenities. Staunton, with a relatively low cost of living, is known for its history, architecture, arts, and cultural and culinary delights.

"One of the prettiest and most progressive towns in the South" and "20 charming mountain towns to visit this fall"—Southern Living

The City of Staunton is seeking a collaborative and innovative leader who performs professional and technical work managing the daily operations of the Public Works Department. Responsible for the maintenance and repair of City infrastructure to include but not limited to streets, sidewalks, bridges, right-of-way and storm water systems, traffic signs, traffic markings, traffic signals, equipment maintenance, utility distribution and facilities maintenance. Responsible for the provision of refuse, recycling and parking services. Assists the Director of Public Works in the development of long-range plans, programs and objectives in support of the maintenance, repair and construction of public infrastructure, and the provision of public works services.

This individual will have (1) thorough knowledge of the practices of infrastructure and equipment maintenance and repair; of materials, methods and equipment essential to construction and repair and; of environmental laws and best practices; and (2) the ability to develop recurring maintenance and repair programs and schedules; develop work schedules; review and analyze plans and specifications for the maintenance, repair and construction of public infrastructure; develop small projects and material/cost estimates; develop operational policies, plans and procedures; prepare reports, provide analysis and recommendations; supervise and coordinate the work of multiple subordinates and other divisions; maintain effective working relationships with City officials, other public officials, employees, other utility companies, contractors and the general public and; lead staff and manage operations.

The Deputy Director of Public Works-Operations:

- Plans, organizes, directs and coordinates work activities for subordinate supervisors and crews;
- Establishes and enforces major procedures and policies; ensures that appropriate action is taken by subordinates;

116 W. Beverley Street Staunton, Virginia 24401

City: 540.332.3825 (office) 540.851.4020 (fax) Schools: 540.332.3920 (office) 540.332.3924 (fax)

- Ensures quality and timely work; provides quality assurance/surveillance for contract work;
- Coordinates all purchasing requirements; develops requisitions for materials and supplies;
- Oversees administration of personnel and evaluates assigned personnel;
- Receives citizen inquiries or complaints; tracks information to ensure citizens receive prompt service and courteous and accurate status of work;
- Makes field inspections of projects, both in-house and contract, for compliance with recognized standards and practices;
- Ensures compliance with applicable environmental laws, policies and practices;
- Assists Director in development of plans, programs and training in support of departmental objectives;
- Responsible for inspections, maintenance and repair of 33 bridge structures. Develops plans and projects in support of. Provides QA/QC on all contract bridge work;
- Responsible for heavy trash pick-up, ice/snow removal, leaf collection, and storm damage debris removal;
- Coordinates, monitors and provides surveillance of work done by private utilities (gas, communications and electrical power), contractors and developers;
- Ensures proper administration of VDOT highway maintenance funds to include 100% expenditure of funds to meet reimbursement target;
- Seeks all available supplemental VDOT and Federal funding/grants for highway maintenance activities and;
- Provides support for other Public Works Divisions, Fire & Rescue, and Police as necessary.

Position has a responsibility and oversight for staff of 58. Position has 7 direct reports. Monitors the supervision of Seasonal Labors, Maintenance Workers, Equipment Operators I, II, III, Equipment Mechanics, Sanitation Workers, Parking Attendants, and Dept of Corrections labor.

Four-year college degree strongly preferred, but significant and diverse experience in public works operations may be an acceptable substitute. Must have experience in supervision. Must have experience in project management. A commitment to customer service and citizen involvement is required. Must also be committed to continual development and learning.

Criminal background check is required.

FLSA:	Exempt
Grade:	21
Hiring Range:	\$90,000-\$110,000 DOQ/DOE
Start Date:	On or around January 2024
Reports To:	Director of Public Works

The recruitment will remain open until filled. In addition to the on-line application, interested applicants should submit a cover letter and resume no later than **November 30, 2023**. For questions and a complete job description, please contact Jonathan Venn, Chief Human Resources Officer.

Jonathan Venn, Chief Human Resources Officer

City of Staunton/Staunton City Schools
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Staunton, VA. 24401
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The City of Staunton is an Equal Opportunity Employer (EOE) and is fully committed to the principles and practices of equal employment.