



DEPARTMENT OF HUMAN RESOURCES  
CITY & SCHOOLS

**DIRECTOR OF PUBLIC WORKS**

**The City of Staunton, located in the heart of the Shenandoah Valley, is seeking highly qualified applicants for the position of Director of Public Works. Come join our highly professional team dedicated to serving this dynamic city and its citizens. For more information about the Public Works Department, please visit [Public Works Department](#). The City of Staunton offers highly competitive compensation and benefits. 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 an innovative leader who will direct and manage the operations and activities of the Public Works Department. The position performs complex administrative, planning, and professional work overseeing the operations of all Public Works work units including Street Maintenance, Traffic Engineering, Traffic Signals, Parking Operations, Refuse and Recycling Collection, Water Production, Water Distribution, Sewage System Collection, Utility Billing, Facilities Maintenance, and Equipment Maintenance. The successful applicant must be an empowering manager, a proven leader, a creative problem solver and an excellent communicator. A commitment to customer service and citizen involvement is required. Must also be committed to continual development and learning.

The individual will have a comprehensive knowledge of municipal public works administration, planning and operations; advanced knowledge of government procurement and fiscal policies and public infrastructure operations, maintenance, and policies and; basic knowledge of civil and environmental engineering principles. The individual will have the ability to: exercise sound judgment in emergencies; review and analyze plans and specifications for the maintenance, repair and construction of public infrastructure; formulate operational policies and procedures; prepare complex technical reports, correspondence, and briefings; supervise the work of a broad professional staff and; establish and maintain effective working relationships with City officials, other public officials, other government representatives, employees, contractors and the general public. The individual must also have strong financial management skills.

The Director of Public Works will be responsible for the following:

- Plans, directs, and oversees the operations activities of all assigned divisions;
- Makes field inspections of public works activities and projects;
- Develops and implements operating policies and procedures in consultation with appropriate departments and staff to ensure efficient operations;
- Evaluates the work of division superintendents and office staff;
- Prepares plans, correspondence, staff reports and written replies as required on activities related to public works and broad municipal activities on a project basis;
- Handles correspondence, prepares a wide variety of administrative reports;
- Researches and recommends new or improved departmental operational changes to the City Manager;
- Ensures compliance with state and federal regulations;
- Serves as liaison between the city and coordinates projects, plans and operations with associated governmental agencies including VDOT, DEQ, DCR, and Planning District Commission;
- Works and coordinates with consulting engineering firms;
- Receives and is responsive to citizen inquiries or complaints and assigns staff to investigate and resolve in a timely manner;
- Oversees the preparation of departmental operating budgets and monitors expenditures;
- Serves as spokesperson on public works issues;
- Stays current with recent trends in public works;
- Attends meetings of City Council and other public interest groups as required and;
- Performs special assignments as directed by the City Manager and City Council.

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)

Bachelor's degree from an accredited college or university in civil engineering, public or business administration, or related Field, **or** equivalent combination of education and experience. Minimum of five years related management experience and/or training preferred. Strong leadership, management, and administrative skills.

The individual must be able to work nights, holidays and week-ends as required to direct emergency operations and ensure continuation of essential services. May be required to perform work in extreme weather and under emergency conditions. Possession of Commonwealth of Virginia driver's license with a good driving record.

Excellent benefits include participation in the Virginia Retirement System, paid-time off, group life insurance, medical insurance, professional dues, and conference expenses. Relocation allowance provided. Criminal background check is required.

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FLSA:	Exempt
Grade:	24
Hiring Range:	Very Competitive Salary: DOE/DOQ
Start Date:	On or around early April 2024 or negotiable
Reports To:	City Manager

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The recruitment will remain open until filled. Interested applicants should submit an online application, cover letter and resume, no later than **February 19, 2024**.

For a complete job description, please contact:

Jonathan Venn, Chief Human Resources Officer  
City of Staunton/Staunton City Schools  
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