



Gloucester County

## Director of Public Works & Utilities (New Position)

<b>SALARY</b>	\$115,000.00 - \$130,000.00 Annually	<b>LOCATION</b>	Gloucester, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	01162024-01
<b>DEPARTMENT</b>	PUBLIC UTILITIES	<b>OPENING DATE</b>	01/16/2024

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### Description

**GLOUCESTER COUNTY is seeking an experienced professional to serve as the Director of Public Works & Utilities.**

***This new position for the County will promote a good quality of life*** for the citizens in Gloucester County. The Director of Public Works & Utilities oversees engineering, utilities, and facilities maintenance. The position is open until filled and reports to the Deputy County Administrator.

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

### Job Highlights

**The Public Works & Utilities Department consists of three divisions: engineering, public utilities, and facilities management.**

#### ENGINEERING

Engineering (3 FTE) serves as a technical resource supporting the Board of Supervisors' vision. Many of the division's duties include service for other departments or coordination with other departments. Engineering manages projects and serves as technical support for a variety of programs. Engineering manages the Engineering, Public Safety Radio and Landfill budget units. The division manages and operates the following programs: • Capital Project Planning and Delivery • Engineering Support Services • Local Oversight of Landfills and Convenience Centers • Public Service Radio System Administration • Hazard Mitigation Administration (FEMA Residential Elevation) • Security Support Services (Keys, Card-Access Badges and software control) • Floodplain Administration • Community Rating System Administration • Public Services (Facility Use, No Wake and Misc. Services) • Debris Management

#### PUBLIC UTILITIES

Public Utilities (28 FTE) provides potable water and sewer service to support existing and future development in the County. The division provides potable water to almost 5,054 accounts (10,000+ people) and sewer service to over 1,700 accounts (4,400+ people) in the county. Gloucester County discharges sewage to the Hampton Roads Sanitation District (HRSD) which provides conveyance and treatment of wastewater from Gloucester.

#### FACILITIES MAINTENANCE

Facilities Management (24.5 FTE) is responsible for maintenance, general repairs, groundskeeping, and custodial care of County and School properties. The division provides maintenance and inspection services on County vehicles and equipment as well as furnish seasonal mosquito control in Mosquito Control Districts. Staff are skilled in automotive & equipment repair, carpentry, landscaping, HVAC, masonry, mosquito control, painting, plumbing, and sign making. Staff

performs interior building renovations and completes small construction projects. Generally, the division provides services to internal customers from other county departments providing a productive work environment for their missions. The division is also responsible for communication and interaction with management companies for leased space to coordinate maintenance required by the lease agreements.

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

## Qualifications

**The following education and experience factors are the desired qualifications for successful performance:**

- Bachelor's degree in public administration, engineering, architecture, or a related field. Master's degree is preferred.
- Six to nine years of progressively responsible public works or civil engineering experience for a municipality or similar public sector organization. Three years of experience at an executive level preferred.
- 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 is preferred.

### **Personal Traits & Desired Characteristics:**

- Absolute integrity, ensuring ethical, equitable, honest, fair, and open interactions with elected and appointed officials, county leadership, employees, and community organizations and members.
- A sound decision maker, open to input from stakeholders, exhibiting sound judgment, and decisive when appropriate.
- Open to different ways of thinking and new approaches while respecting the culture of the organization and the community.
- A project manager, leader, and mentor for employees; a positive attitude; able to build a competent staff team and to delegate responsibility.
- Forward-thinking.
- Visionary with experience in developing a shared focus with staff, citizens, and businesses.
- Willing to consider diverse views and opinions.
- Skilled in managing, controlling, and evaluating long term projects.
- Able to communicate complex information in a manner that can be easily understood across the organization.
- Interpret complex documents, and decipher state, county, and federal regulations.
- Experienced in demonstrating effective leadership and encouraging high morale among employees.
- Cooperative and courteous and project a positive image.
- Professionally competent and strategic thinker who is confident in their job knowledge and able to adapt to changing priorities and navigate a sophisticated environment.
- Practical problem solver and decision maker who is customer focused.

## 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 is 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.

**OUR Community: Gloucester County**

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**Agency**

Gloucester County

**Address**

6489 Main Street

Gloucester, Virginia, 23061

**Phone**

(804) 693-5690

**Website**

<http://www.gloucesterva.jobs>

**Director of Public Works & Utilities (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