

County of Warren

Deputy Public Works Director

Warren County is seeking highly motivated and skilled candidates to fill the position of Deputy Public Works Director. This is a full-time position that performs complex professional and difficult administrative work overseeing and assisting public works operations to include sanitary districts, solid waste and recycling, closed landfill, general services, street signs, safety programs, and related public works functions.

This position is responsible for the planning, organizing, and directing the operations of the County's various sanitary districts, assisting with management of solid waste, refuse collection, disposal, and recycling activities, coordinating, and directing street sign program, assisting with the planning of public works capital improvement projects, and performing field inspections to ensure compliance by various staff, agencies, and contractors. This position is also responsible for the fleet management program for County owned and maintained fleet vehicles assigned to said sections, the management of a workplace safety program for employees to include personal safety, equipment safety and operations, loss prevention, and accident investigation/ reporting, and participates in managing and directing all emergency operations for inclement weather and natural disasters in coordination with local, State, and Federal Emergency Management. This position will also develop specifications for future equipment purchases needed for Public Works, Sanitary Districts, General Services, and Solid Waste Operations

Other duties include supervising and directing subordinate employees in the operation of equipment and management of office to include scheduling, work logs, project management, and budget management. Preparing Requests for Proposals (RFP's) and Requests for Bids, oversees project procurement process, schedules, and participates in vendor interviews, managing approved public works contracts, enforcing work procedures and standards, evaluates employee performance, prepares periodic or special reports, and makes presentations as required, oversees the maintenance of records, prepares press releases, notices, resolutions, agenda items, etc. as necessary. Performs related tasks as required.

A successful candidate will have Comprehensive knowledge of principles, practices, and techniques of management administration and planning and of the organization, function, and methods of operation of county government, comprehensive knowledge of municipal public works administration, planning and design, emergency operations, accident investigations, fleet management, and thorough knowledge of construction and maintenance of roadways, thorough knowledge of solid waste collection and disposal and recycling requirements and procedures, ability to gather and analyze facts on a variety of subject matter and to assemble reports; ability to communicate effectively both orally and in writing, ability to establish and maintain effective working relationships with local, state and federal officials, community and business leaders, contractors, media, associates and the general public. Ability to respond to and manage after hour weather, and natural disaster events in a unified command setting.

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration, public works, environmental science or civil

engineering or related field and considerable experience in public works and solid waste management, including considerable supervisory experience is required.

The starting salary is \$69,638.40, depending on qualifications and experience, with an excellent benefits package.

Warren County is an Equal Opportunity Employer (EOE), and participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

A pre-employment criminal background check and pre-employment drug screening is required. For any questions, please contact Warren County Human Resources, 220 N. Commerce Avenue, Suite 100, Front Royal, Virginia 22630, 540-636-4600. HR@warrencountyva.gov

This position will be open until filled.