Isle of Wight County

Assistant Director of Utility Services

SALARY	$90,000.00 - $120,000.00 Annually	**LOCATION**	17090 Monument Circle, Isle of Wight, Virginia 23397
JOB TYPE	Full-time	**JOB NUMBER**	1
DEPARTMENT	Public Utilities	**OPENING DATE**	08/25/2026
CLOSING DATE	Continuous		

Description

The Assistant Director of Utility Services is responsible for planning, programming, and managing the County's engineering and environmental functions. Duties also include continual analysis and coordination of various engineering elements involving one or more departments.

Examples of Duties

- Assigns and reviews work, develops performance expectations, provides direction and guidance, and conducts performance evaluations.
- Develops and administers the Departmental budget and capital improvement plans.
- Responds to customer and citizen complaints and concerns. Investigates problems and related issues. Determines appropriate measures for resolving issues and either acts, assigns to subordinate staff, or brings issue to the Director. Provides information regarding Departmental services and activities.
- Conducts engineering studies and provides recommendations and updates regarding proposed construction projects, and Departmental programs and activities.
- Manages design and construction projects as assigned, including coordination with other departments or agencies, financial accountability, bidding and award of contracts, construction, and record drawings.
- Plans and designs the construction of new or replacement sewer, water, and stormwater facilities. Assists in the identification of needs for these new or replacement facilities.
- Develops and administers all assigned design and construction or reconstruction of facilities for the County including but not limited to water, sewer, roads, drainage, parks, landfills, and landscaping.
- Maintains current knowledge of engineering practices, related regulations, issues, trends and developments through continued involvement on state, regional, and federal committees and organizations.
- Provides to the Board of Supervisors and other Agencies; reports, studies, and provides recommendations and updates regarding proposed construction projects, and departmental programs and activities.
- Assists in the selection of professional service contracts, negotiation of professional services contracts, design, easement acquisition, land purchases, leases, bidding process in accordance with state and local procurement policies, construction contracts, payments, change orders, close out documents, and as built drawings.
- Assists design professionals and County departments with regulatory permits, environmental permits, design approvals, construction permits, construction coordination, citizen concerns, and construction problems.
- Represents the County on design and construction issues.
- Maintains records of cost, estimates, regulations, specifications, safety issues, and design standards.
- Prepares cost estimates for proposed projects.

- Reviews plans to ensure compliance with County standards and generally accepted practices.
- Provides reports, studies, and recommendations for proposed construction projects.
- Conducts site plan and subdivision review for compliance with County ordinances, standards, and specifications and standard engineering practices.
- Manages stormwater management fee databases and associated credit processes.
- Interfaces with and provides customer service to citizens, businesses, and other customers regarding stormwater management and erosion and sediment control.
- Receives and responds to inquiries from the general public with problems pertaining to stormwater programs and projects.
- Resolves problems and responds to questions and concerns associated with stormwater projects, environmental regulations, drainage, etc. from citizens, consultants, other agencies, and staff.
- Serves as program administrator for the County's Stormwater Management (VSMP Authority) Program and the County's Erosion and Sediment Control Program.
- Supervises and trains subordinate employees in proper procedures, work practices and safe methods, and promotes and maintain a safe and healthy work environment free of recognized hazards in accordance with County policy.
- Assumes Director duties when assigned.
- Observes all approved safety and health policies and procedures pertaining to an employee's work activities and performs all work tasks in a safe and healthy manner in accordance with County policy.
- Performs other assigned duties.

PHYSICAL DEMANDS:
Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Requires the use of fingers, hearing, mental acuity, speaking, talking, visual acuity, and walking.
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Required Qualifications

MINIMUM REQUIREMENTS TO PERFORM WORK:

- **Bachelor's Degree in Civil Engineering or relevant Engineering field or equivalent.**
- Ten (10) years of related work experience in municipal utilities.
- Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES/CERTIFICATIONS:

- Professional Engineer licensed in Virginia.
- Driver's License valid in the Commonwealth of Virginia, and
- Other certifications and/or licenses as deem necessary.
- Certified Stormwater Program Administrator to be obtained within one year of employment.

Supplemental Information

Position open until filled.

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs. Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

Employer

Isle of Wight County

Address

17090 Monument Circle, Suite 108

Isle of Wight, Virginia, 23397

Phone

(757) 365-6266

Website

http://www.co.isle-of-wight.va.us/