JOB POSTING September 4, 2026

Assistant Director - GCWSA

Greensville County is accepting applications for an opening in the Water and Sewer Authority. The Assistant Director provides leadership and performs complex, technical and administrative work; plans and supervises water/wastewater treatment, water distribution systems, wastewater collection systems, and does related work as required. Work is performed under general supervision of the County Administrator, who also serves as the Director of the Water and Sewer Authority. Supervision is exercised over the Wastewater Treatment Plant Superintendent, Water Treatment Plant Superintendent, Utility Maintenance Superintendent and the Water and Sewer Office Manager.

Overseas the contractual, construction inspections, and property acquisitions on various projects; assists with the design of the project and the coordination with various environmental agencies; and ensures compliance with the funding agencies. Also, oversees the regulatory compliance of water, wastewater and utilities maintenance for the County and works with Director of Economic Development to support business and industry prospects.

Education and Experience: Any combination of education and experience equivalent to a Bachelor's degree and seven (7) years of experience in water and/or wastewater treatment and knowledge in the maintenance, repair, and/or construction of water and sewer lines.

Special Requirements/ Licenses or Certifications: Possession of an appropriate driver's license valid in the Commonwealth of Virginia and possession of a Class I Water and/or Wastewater Treatment license.

PLEASE SUBMIT COUNTY APPLICATION, COVER LETTER AND RESUME TO: Dr. Terry Wood, HR Director, Greensville County, 1781 Greensville County Circle, Emporia, Virginia 23847 or by email to careers@greensvillecountyva.gov. If **ALL** requested documentation is not submitted, applicants will not be considered for the position. The County application can be found here http://www.greensvillecountyva.gov/documents/Job_Application.doc

Salary: Commensurate with Experience

Closing Date: Friday, September 18, 2026

GREENSVILLE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES ONLY U.S. CITIZENS AND LAWFULLY ADMITTED ALIENS. GREENSVILLE COUNTY IS A DRUG-FREE WORKPLACE.

PLEASE SEE FULL JOB DESCRIPTION BELOW

Job Title: **Assistant Director**
Department: **Administration**
Pay Grade: **24**
FLSA Status: **Exempt**

Performs complex, technical and administrative work; plans and supervises water/wastewater treatment, water distribution systems, wastewater collection systems; and does related work as required. Work is performed under general supervision of the County Administrator, who also serves as the Director of the Water and Sewer Authority. Supervision is exercised over the Wastewater Treatment Plant Superintendent, Water Treatment Plant Superintendent, Utility Maintenance Superintendent and the Water and Sewer Office Manager.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes, directs, and supervises the activities of the Water and Sewer Authority. Coordinates water and sewer activities with other departments and outside agencies. Directs and participates in the development and implementation of goals, objectives, policies, procedures, and priorities to ensure project and program objectives are met.
- Oversees the preparation of request for proposals and reviews proposals. Recommends award of contract and ensures contract provisions are being followed.
- Overseas the contractual, construction inspections, and property acquisitions on various projects; assists with the design of the project and the coordination with various environmental agencies; and ensures compliance with the funding agencies.
- Oversees the regulatory compliance of water, wastewater and utilities maintenance for the County; Consults with engineers and superiors concerning technical aspects of water and wastewater treatment operations, project design, construction and inspection.
- Receives, investigates, and responds to complaints and inquiries on construction projects.
- Oversees the regulatory compliance of water, wastewater and utilities maintenance.
- Provides input on the training of staff.
- Assists in the preparation and monitoring of the annual operating budget and makes recommendations to the County Administrator on final expenditure levels. Forecasts additional funds needed for Capital Improvement Projects (CIP) operations, staffing, equipment, materials, and supplies.
- Assists in the planning of construction projects, including the preparation of grant and loan applications.
- Assists with the administering of water and sewer construction projects, including project inspection.
- Assists with the creation and tracking of related Federal Labor Standards documents.
- Prepares applications for water and wastewater treatment plant operation permits (VPDES, etc.)
- Confers with the Virginia Department of Health, the Virginia Department of Environmental Quality, and other regulatory agencies on water and sewer matters.
- Represents the department at public meetings and discusses and presents public works related matters to the Board of Supervisors, commissions, boards, state and federal agencies, and community groups, as required.
- Works with the Director of Economic Development to support business and industry prospects.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:
Any combination of education and experience equivalent to a Bachelor's degree and seven (7) years of experience in water and/or wastewater management and knowledge of maintenance, repair, and/or construction of water and sewer lines.

Special Requirements/ Licenses or Certifications: Possession of an appropriate driver's license valid in the Commonwealth of Virginia and possession of a Class I Water and/or Wastewater Treatment license.

Knowledge, Skills and Abilities:

- Skills in leadership, delivering presentations, organization and time management and project management.
- Thorough knowledge of methods and techniques used in water and/or wastewater treatment; and in the repair, maintenance and rehabilitation of water and sewer lines.
- Thorough knowledge of the tools, materials and equipment used in treatment and line repair work.
- Thorough knowledge of the occupational hazards and safety precautions of the work.
- Knowledge of and familiarity with the procurement process.
- Ability to operate treatment plants and construction and repair equipment.
- Ability to assign and supervise the work of others.
- Ability to prepare reports, drawings and sketches.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to read plans and specifications for projects and to assist with the inspection of construction projects.

DEMANDS

This is light work requiring the exertion of up to twenty (20) pounds of force occasionally, up to ten (10) pounds of force frequently, and a negligible amount of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of spoken word; and conveying detailed or important instructions to others accurately, loudly, or quickly. Hearing is required to perceive information at normal spoken word levels; to receive detailed information through oral communication; and/or to make fine distinctions in sound. Visual acuity is required for: depth perception, color perception, night vision, peripheral vision; preparing and analyzing written or computer data; visual inspection involving small defects and/or small parts; use of measuring devices; assembly or fabrication of parts at or within arm's length; operation of machines; operation of motor vehicles or equipment; determining the accuracy and thoroughness of work; and observing general surroundings and activities.

WORK ENVIRONMENT

The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils and wearing a respirator. The

worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

POSITION CLASSIFICATION

Exempt

Greensville County has the right to revise this job description at any time. This job description is not an employment agreement or contract. The County has the exclusive right to alter this job description at any time without notice. The job description defines the duties and responsibilities of the position. It is not intended to describe all of the essential job functions for a given position.

Greensville County is an equal opportunity employer and does not discriminate because of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, military status, or disability in places of public accommodation, including educational institutions and in real estate transactions.