



Public Works Director

Public Works

Position # : PWD 1201

FLSA: Exempt

Grade: 27

JOB SUMMARY

This position is responsible for directing the operations of the Public Works Department.

MAJOR DUTIES

- Directs and oversees the county's public works maintenance, public utilities, facilities management, and capital project operations.
- Hires, trains, assigns, schedules, evaluates and disciplines department personnel.
- Develops annual budget recommendations and administers approved funds.
- Oversees county capital improvement projects; defines projects, manages budgets, coordinates procurement functions, and manages vendors and contractors.
- Coordinates long-term utility planning; coordinates inter-jurisdictional negotiations.
- Reviews and approves utility plans; assists with inquiries and plan review as needed.
- Coordinates emergency response operations, including snow removal, snow clean up, and utility emergencies.
- Coordinates the procurement of goods and services; negotiates and manages leases, contracts, and memoranda of understanding.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of public works management principles.
- Knowledge of civil engineering principles and practices.
- Knowledge of budgeting and accounting principles.
- Knowledge of county procurement processes.

- Knowledge of public utility management principles.
- Knowledge of relevant federal and state laws, county codes, and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in management and supervision.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Deputy County Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include stormwater and wastewater regulations, water and wastewater permit requirements, building codes, OSHA regulations, state and federal environmental regulations, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, supervisory, technical and management duties. The variety of tasks to be managed contributes to the complexity of the work.
- The purpose of this position is to supervise the county's public works operations. Successful performance helps ensure the effective and efficient operation of the department and affects the quality of life for county residents and visitors.

CONTACTS

- Contacts are typically with co-workers, vendors, suppliers, other county employees, state and local government officials, elected and appointed officials, community leaders, business leaders, and the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts

light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Facilities Manager (1), Utilities Manager (1), and Administrative Assistant (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require five to eight years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.
- Certification as a Professional Engineer.