



Fluvanna County, Virginia
Department of Public Works
Job Description

ASSISTANT PUBLIC WORKS DIRECTOR - UTILITIES

Job Class #:	7510
Pay Grade:	19
Category:	Full-Time (with benefits)
FLSA Status:	Exempt
Reports To:	Public Works Director

SUMMARY

The Public Works Department employs professional, skilled labor, and general labor positions in the functional areas of: Building and Grounds Maintenance; Custodial Services; Water and Wastewater; Irrigation; Roads; Solid Waste and Recycling; and Project Management.

Under general supervision of the Public Works Director, the Assistant Director for Utilities supports the Director in oversight of all County utility operations by assisting with personnel issues, budgeting, long range planning, development of strategic initiatives, and representation on various boards and committees. The Assistant Director provides day-to-day direction, management, and oversight of all Fork Union Sanitary District, Zion Crossroads water and sewer system, and other County water and sewer systems and services.

ESSENTIAL FUNCTIONS

- Oversees all County public utilities, including water production, treatment, transmission, and distribution, and wastewater collection and treatment, including related fiscal and billing activities.
- Plans, organizes, and supervises the County's public utilities operations, and staff.
- Coordinates and supervises the field operations within the Public Utilities Department
- Assists with procurement and contract administration for Public Utilities projects; Selects, negotiates and administers consultant contracts as required; coordinates with staff, architects and engineers in design and construction of utilities projects; oversees project administration and management.
- Supervises the maintenance and testing of existing meters and the installation of new meters.
- Supervises the maintenance, replacement and extensions of water mains, services and appurtenances, and water treatment facilities.
- Represents the county in interfacing with other governmental jurisdictions, contractors, regulators, consultants, and the general public in all matters related to municipal public utilities.
- Assists in developing programs and plans for additional, supplemental and alternate water supplies, treatment facilities and distribution systems to meet emergency and growth requirements; oversees programs and plans to meet the needs of the water pollution control system.
- Works with the Department of Environmental Quality, the Health Department and other regulatory agencies in meeting all appropriate regulations at each of the County facilities.
- Assists Emergency Management Coordinator in development of Emergency Response Plans involving critical utilities and infrastructure needs; serves as an Emergency Support Function (ESF).
- May assist in negotiating easement and land acquisitions to meet public utility needs.
- Participates in hiring of utility operations staff; trains, supervises and evaluates employees.
- Receives citizen inquiries or complaints and dispatches available information recommending action.

- Assists with preparation of division operating budgets and capital improvement budget, and monitors expenditures; reviews and pays invoices.
- Prepares various reports on projects and operations as requested.
- Prepares meeting agenda and supports the Fork Union Sanitary District Advisory Board.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Water production and wastewater treatment, delivery and collections systems, services and regulations.
- Hazards and safety principles and practices inherent to water and sewer utility operations.
- Principles and practices of a contemporary water and sewer utility; Knowledge of recent developments, current literature, and sources of information regarding water treatment, distribution and wastewater.
- Municipal public utilities administration, planning, and design.
- Budget development and management principles.
- Relevant federal and state laws, County ordinances, and department policies and procedures.
- Principles and practices of a local government procurement procedures.
- Public right-of-way, easements, water rights, contracting, negotiations, and legal documents.

Skills in:

- Supervision, management, and interpersonal relations.
- Problem solving, prioritizing, and planning.
- Effective oral and written communication.
- Preparing and delivering presentations; public speaking.
- Operation and use of common office equipment including personal computers and copiers, and job-related software programs.

Ability to:

- Recognize and resolve water treatment and distribution, and wastewater problems.
- Create and lead implementation of capital improvement plans or programs.
- Assist in creating and leading implementation of major construction projects.
- Analyze and solve problems to deal with a variety of variables in situations where no standardization exists or only limited standardization exists.
- Assist in formulating comprehensive operational policies and procedures.
- Meet with citizens to address concerns and complaints.
- Work independently and take initiative.
- Thrive in fast-paced, high-stress environments.
- Assess relative cost and benefits of potential actions.
- Maintain effective working relationships with other Departments, public officials, employees, and the public.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Minimum Qualifications:**

- Graduation from an accredited college or university with major course work in civil or sanitary engineering, public administration, or related field.
- 5-10 years of experience in the public utilities field, including supervisory experience.
- Certification by the Commonwealth of Virginia as a Waterworks Operator and Wastewater Operator, or ability to obtain such certifications within one year of beginning employment.

Preferred Qualifications:

- Current licensure as a professional engineer in the Commonwealth of Virginia, or proven ability to obtain by reciprocity within 90 days of employment date.

- Prior local government experience.

**Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Typical schedule is Monday-Friday, 8:00 am - 5:00 pm; may be required to work long hours on occasion.
- Required to carry a cell phone and subject to recall at any time during an emergency.
- Must be able to respond independently or as directed at odd hours and for extended periods during emergencies.
- Must be available to work some weekends and evenings for operations, presentations, training, and meetings.
- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Work requires kneeling, crouching, reaching, standing, walking, and grasping.
- Subject to inside and outside environmental conditions.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the Commonwealth of Virginia.
- This is an emergency essential position that requires performance of emergency duties and actions to prepare, repair, and recover the county before, during, and after any adverse storm events (hurricane, tornado, ice storm, etc.) or other conditions (natural or manmade).

POST OFFER REQUIREMENTS

- Criminal background check and driving record check.

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	March 27, 2019	March 27, 2019	Pending