



DIRECTOR OF PUBLIC WORKS

The County of Fluvanna invites exceptional applicants for its next Director of Public Works. The Public Works Department employs professional, skilled labor, and general labor positions in the functional areas of Building and Grounds Maintenance; Custodial Services; Fleet and Equipment Management; Irrigation; Solid Waste and Recycling; and Project Management.

The Director of Public Works performs complex professional and difficult administrative work directing all activities of the Public Works Department and any related work, as required. Supervision is exercised over all department personnel.

The Director of Public Works reports to, and works under the general supervision of, the County Administrator.

This position is classified as essential personnel, is required to carry a County-issued cell phone, and is subject to recall at any time during an emergency; may be required to work long hours on occasion.

The complete position description is available at www.fluvannacounty.org/jobs.

Thank you for considering the County of Fluvanna.

EDUCATION AND EXPERIENCE

- Graduation from an accredited college or university with major course work in civil engineering, Public Administration, or related field.
- 5 years of experience in a leadership role in the public works field, including supervisory experience.
- Current licensure as a professional engineer in the Commonwealth of Virginia, or proven ability to obtain by reciprocity within 90 days of employment date, and local government experience preferred.
- 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.



FLUVANNA

TO APPLY:

Submit cover letter, resume, and County application to jobs@fluvannacounty.org.

Applications are available at the county website, www.fluvannacounty.org/hr/jobs

QUESTIONS? Contact Donna Snow

(434) 591-1919 | dsnow@fluvannacounty.org

COMPENSATION AND BENEFITS

Highly a competitive compensation and benefits package, including participation in the Virginia Retirement System, robust insurance benefits, and generous paid time off.

This is a full time, FLSA Exempt position.

The expected hiring range \$83,983—\$96,588, depending on education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES TO INCLUDE:

Knowledge of:

- Municipal public works administration, planning, and design.
- Budget development and management principles.
- Relevant federal and state laws, county ordinances, and department policies and procedures.
- Legislative processes related to local government.
- Principles and practices of local government procurement procedures.

Skills in:

- Supervision, management, and interpersonal relations.
- Effective leadership, including the ability to instruct, motivate and evaluate professional employees.
- Problem solving. Prioritizing and planning.
- Conducting research and preparing reports.
- Effective oral and written communication.
- Preparing and delivering presentations; public speaking.

Ability to:

- Review and analyze plans and specifications for the construction of public facilities.
- Analyze complex problems and develop specific alternative solutions.
- Formulate comprehensive operational policies and procedures.
- Establish and maintain effective working relationships with the Board of Supervisors, other department heads and the public.
- Meet with citizens to address concerns and complaints.
- Develop a strategic plan, establish and communicate specific goals and objectives and evaluate departmental performance.
- Plan, organize, direct, and evaluate the work of subordinate employees.
- Work independently and take initiative.
- Thrive in fast-paced, high-stress environments.
- Assess relative cost and benefits of potential actions.

Essential Functions:

- Plans, organizes, and directs the County’s public works functions, operations, and staff.

- Makes field inspections of Public Works activities and projects.
- Selects, negotiates and administers consultant contracts as required; coordinates with staff, architects and engineers in design and construction of projects; oversees project administration and management.
- Develops and implement operating policies and procedures in consultation with appropriate departments and staff to ensure safe, efficient operations.
- Prepares plans, correspondence, staff reports and written replies as required on activities related to Public Works and broad municipal activities on a project basis.
- Assists other departments with the development of CIP submittals.
- Develops design plans for various projects in-house as required.
- Researches and recommends new or improved departmental operational changes to the County Administrator.
- Coordinates with VDOT on road maintenance and other related projects.
- Assist with procurement and contract administration for Public Works projects.
- Serves as liaison between the County Administrator’s office and all departments and constitutional offices on routine facility and grounds maintenance matters, and non-routine matters under the direction of the County Administrator.
- Responds to special projects from the County Administrator and Board of Supervisors.
- 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.
- Ensures compliance with state and federal regulations.
- Hires, trains, supervises and evaluates department employees.
- Works with first-line supervisors to resolve personnel issues as they arise.
- Oversees the preparation of division operating budgets and capital improvement budget, and monitors expenditures; reviews and pays invoices.
- Attends various meetings as department and/or County representative.