



Fluvanna County, Virginia  
Department of Public Works  
Job Description

**DIRECTOR OF PUBLIC WORKS**

<b>Job Class #:</b>	3690
<b>Pay Grade:</b>	29
<b>Category:</b>	Full-Time (with benefits)
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	County Administrator

**SUMMARY**

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; doing related work as required. Supervision is exercised over all department personnel. Works under the general supervision of the County Administrator.

***This position is classified as Essential Personnel and may be called upon to work during weather closures and emergencies.***

**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.
- Receives citizen inquiries or complaints and dispatches available information recommending action.
- 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.
- Performs related tasks as required.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

##### 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.
- Operation and use of common office equipment including personal computers and copiers, and job-related software programs.

##### 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.

#### **ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**

- 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.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Required to carry a cell phone and subject to recall at any time during an emergency; may be required to work long hours on occasion.
- 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 presentations, training, and meetings.
- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have the 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.

**POST OFFER REQUIREMENTS**

- Criminal background check and driving record check.

<b>Department Head Recommended:</b>	<b>Director of HR Approval as to Form:</b>	<b>County Administrator Recommended:</b>	<b>Board of Supervisors Approved:</b>
March 21,2024	March 21, 2024	March 21, 2024	April 3, 2024