



## Utility Supervisor (Public Water & Sewer Management) *Advertisement*

**Position:** Utility Supervisor

**Location:** Town of Round Hill, Virginia

**Service Area:** Public Water and Public Sewer System of 4,000+ residents across 1,850 homes

**Annual Operating Budget:** \$3.2 million

**Work Schedule:** 30 hours to 40 hours per week, flexible schedule

**Relocation Assistance:** Available

The Town of Round Hill, VA located in Loudoun County, VA, is about 20 minutes from Leesburg, VA; 45 minutes from Frederick, MD; and 30 minutes from Charles Town, WV.

The Town of Round Hill is seeking an experienced **Utility Supervisor** to lead and manage its Public Water and Sewer System for a community of over 4,000 residents across 30 miles of water and sewer lines. The Town operates an SBR Wastewater Treatment Plant connected to 4 lift stations, alongside a network of 12 public wells and 4 water treatment plants.

The ideal candidate will be a progressive, solutions-oriented leader with at least **15 years of experience** in water and wastewater operations, and **at least 5 years of management experience**. The new Utility Supervisor will oversee a team of operators, manage a \$3.2 million annual operating budget, and play a key role in several major capital projects, including the construction of a new water tower and a new water treatment plant. The Utility Supervisor reports to the Town Administrator and attends Mayor & Town Council Meetings to provide updates, support and advice.

### **Key Responsibilities:**

- **Leadership & Supervision:** Lead, mentor, and manage a team of 11 staff members responsible of the Town's public water and sewer systems.
- **Budget Management:** Oversee the \$3.2 million annual operating budget, ensuring cost-effective use of resources while maintaining high service standards.
- **Planning & Strategy:** Develop and implement preventative maintenance programs and long-term infrastructure plans to support the community's growth and system reliability.
- **Construction Oversight:** Manage major capital projects, including a new water tower and water treatment plant, ensuring projects are completed on time and within budget.
- **Training & Development:** Foster a culture of continuous improvement by providing ongoing training to staff, ensuring readiness to meet evolving industry standards.

- **Customer Service:** Ensure effective communication with residents and stakeholders, addressing concerns and providing prompt, professional responses

**Qualifications:**

- **At least 15 years of experience** in water and wastewater operations, with a background in **public well systems**.
- **At least 5 to 7 years of experience** in managing water and wastewater operations.
- Strong leadership skills, focusing on team development, performance management, and fostering a high-performance work culture.
- Expertise in **preventive maintenance, infrastructure planning, and asset management**.
- Comprehensive knowledge of relevant regulations, policies, and best practices in utility management.
- Excellent communication skills with the ability to work collaboratively with residents, staff, contractors, and government agencies.
- **Water/Wastewater Operator Licensure** (Virginia preferred, but other state licenses will be accepted if they demonstrate equivalent qualifications).

**Desired Attributes:**

- A proactive, solutions-oriented approach to modernizing utility services and improving system reliability, with the ability to **bring people together, inspire hard work, and foster a collaborative, high-performance team environment**.
- Strong commitment to **public service and community engagement**.
- Exceptional **problem-solving, organizational, and strategic thinking** skills.

**Compensation:**

- **Salary based on experience and qualifications:** \$110,000 to \$130,000 annually for a 40-hour workweek, or \$54 to \$74 per hour for a 30-hour workweek.
- Comprehensive benefits package including health insurance, participation in Virginia Retirement System, annual leave/sick leave
- **Relocation assistance** is available for qualified candidates, along with a **bonus after the first 6 months of employment**.

**How to Apply:**

Interested candidates should submit a cover letter, resume, and references to the **Town of Round Hill** at [mhynes@roundhillva.gov](mailto:mhynes@roundhillva.gov). Applications will be accepted until **March 5, 2025**. If necessary, this advertisement will be reposted. The first round of review of applications will be on February 19, 2025. The Town of Round Hill is an **equal opportunity employer** and encourages candidates of all backgrounds to apply.

*This is an advertisement and not the complete job description.*