



Director of Public Utilities Position Description

Department: Public Utilities
Pay Grade: 126
FLSA Status: Exempt

JOB SUMMARY

The Director of Public Utilities leads difficult professional and intermediate administrative work planning, organizing, and directing the County's divisions involved in drinking water production & distribution, and sewer collection & treatment. This position does related work as required. Work is performed under the general direction of County Administrator. Supervision is exercised over all departmental personnel.

ESSENTIAL JOB FUNCTIONS

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. The County provides reasonable accommodations to enable individuals with disabilities to perform the primary functions herein described.

- Plans, organizes, directs, and coordinates activities of public utility (water/sewer) divisions and facilities.
- Researches, compiles, and analyzes data concerning current and future divisional needs; develops tactical and strategic information for use in decision making.
- Oversees, plans, reviews, and monitors divisions' permits to ensure compliance; ensures, through consultation with department and county personnel, effective and timely compliance with all government laws, regulations, guidance, requirements, and recommendations.
- Prepares department operating and capital budgets and monitors expenditures.
- Conducts field observations of projects and operations to ascertain status.
- Advises, assists, and collaborates with staff and others on complex assignments; facilitates decision making processes.
- Conducts studies and prepares plans and reports and makes presentations as needed.
- Coordinates with staff, consultants, legal counsel, and engineers concerning policies, procedures, purchases, and projects.
- Prepares and maintains a wide variety of reports and correspondence on department activities as requested.
- Submits a variety of local, state, and federal reports and documentation.
- Advocates for operational and ordinance changes to County Administration and/or Board of Supervisors.

Every duty associated with this position may not be described herein and employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were included in this job description.

- Receives citizen inquiries or complaints and dispatches available information recommending action.

ADDITIONAL DUTIES

- Performs additional duties to support operational requirements as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a bachelor's degree in Business Administration, Public Administration, Engineering, or related field and considerable experience in the operation and maintenance of public water and sewer utilities, including considerable supervisory experience. An equivalent combination of education and experience may be used to meet this requirement.

Licenses or Certifications:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Special Requirements:

Is available to respond to after-hour issues, when needed.

Knowledge, Skills and Abilities:

- Knowledge of standard office practices, procedures, equipment and techniques.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of the organization and functions of the department and of general administrative policies and practices.
- Knowledge of Microsoft Office suite of programs for the purposes of creating and formatting documents, graphs, presentations, databases and spreadsheets.
- Knowledge of current practices, methods and techniques in the operation of public drinking water delivery and sanitary engineering.
- Knowledge of public utility administration, planning, and design.
- Skill in communicating effectively both orally and in writing in a highly interactive team-oriented work environment.
- Ability to operate standard office and other work-related equipment.
- Ability to review and analyze plans and specifications.
- Ability to formulate and execute operational policies and procedures.
- Ability to prepare technical reports.
- Ability to direct the activities of a large operations staff.
- Ability to keep office records and to prepare accurate reports from file sources.
- Ability to perform and organize work independently.
- Ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor.
- Ability to establish and maintain effective working relationships with county officials, other public officials, contractors, consulting engineers, regulatory agencies and the general public.
- Ability to maintain regular and predictable attendance at work.

Every duty associated with this position may not be described herein and employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were included in this job description.

PHYSICAL DEMANDS

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, walking, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORK ENVIRONMENT

Work is performed in a relatively safe, and secure work environment. The worker is subject to inside and outside environmental conditions.

Shenandoah County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Shenandoah County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Every duty associated with this position may not be described herein and employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were included in this job description.