



CLASS SPECIFICATION FOR:

Assistant Director of Public Utilities

General Statement of Duties:

Assists the Director of Public Utilities in the administration of the Department of Public Utilities; does related work as required.

Distinguishing Features of Class:

Primary responsibilities include a wide range of managerial and oversight duties involving application of engineering and management principles to the administration of the Department of Public Utilities operations including the County's water supply and distribution, wastewater collection and reclamation, solid waste services, and street lighting services. Duties include the supervision and coordination of the activities of subordinate professional, technical, and clerical employees assigned to the various operational divisions and business units within the Department of Public Utilities. Serves as Director of Public Utilities in the Director's absence.

Examples of Assigned Duties (*illustrative only of the types and scope of duties and responsibilities assigned to positions in this class*):

- Assists the Director of Public Utilities in planning, organizing, coordinating, and directing the strategic and day-to-day activities of the Department of Public Utilities;
- Assists the Director of Public Utilities in the strategic organization of the department's resources and various operational divisions and business units to ensure regulatory compliance and efficient, cost-effective delivery of programs and services managed by the department;
- Provides guidance and oversight to the department's staff, resources and various operational divisions and business units to ensure the safe, full and efficient operational readiness of the department's personnel and resources;
- Provides effective supervision of assigned staff (professional, paraprofessional, technical, support, etc.) including schedules, timecards and leave, performance evaluations, prioritizing and assigning work, and other related activities not limited to selection, training, coaching, mentoring, providing feedback, disciplinary actions and providing development opportunities for assigned staff;
- Actively collaborates with the Department Leadership Council in developing and implementing the overall strategy (mission, vision, goals) for the Department, and in communicating and implementing that strategy throughout the Department;
- Collaborates effectively on the development and revision of department and divisional policies and procedures to ensure that policies are current, consistent and aligned with County and Department policies and strategic goals and regulatory mandates;
- Prepares and presents information and recommendations to the Director of Public Utilities, County Manager, and the County Board of Supervisors;
- Prepares and presents information to councils, commissions, community groups, employee groups, the general public and other relevant regulatory and interested stakeholders as needed;
- Plans and directs the development of proposed and approved utility project designs, plans and specifications;
- Reviews and approves plans and specifications for proposed and approved utility project construction and materials;
- Assists with the development and administration of appropriate funding sources including cash reserves, revenue bonds, grants, and any other available non-County funding sources necessary for proposed and approved utility projects, services and operations;
- Prepares or assists with the preparation of requests for bids regarding equipment, supplies, and services related to department operations and approved projects;
- Collaborates with department and Purchasing staff on bid review and selection and recommends award;
- Provides guidance to department and County staff, the public, consulting engineers and other governmental agencies on policies, ordinances, proposed and adopted regulations affecting engineering and construction matters related to the department's projects, services and operations;
- Collaborates effectively with the necessary internal resources and staff to resolve a wide variety of customer and citizen questions, complaints and concerns in a timely and cost-effective manner;
- Maintains an open-door policy for all department staff and actively collaborates with staff and to resolve concerns, complaints and issues in a timely manner;
- Evaluates suggestions for improvements to existing policies, practices, procedures, services, etc. and recommends denial/approval;
- Collaborates with the department's Controller, various operational divisions and business units to prepare and manage the department's annual budget and utility fees, and collaborates with the Director to present the budget and fee recommendation for the County Board of Supervisors' approval;
- Regularly reviews the department's approved budget, expenditures, costs, funding records and other related operational activities to monitor and manage costs and recommend fees and other charges to offset operational costs;
- Approves purchase orders and expenditures (requisitions) within defined County standards up to specified maximum;
- May serve as the Director of Public Utilities in the Director's absence



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- May be required to work a flexible schedule as needed;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Extensive knowledge of the principles and practices of administration, operations, and management as applied to water, wastewater, and solid waste utilities; extensive knowledge of regulatory and permit mandates impacting the treatment, distribution and discharge of water and wastewater; extensive knowledge of current developments and sources of information in waterworks, wastewater works and solid waste engineering, operation, and business practices; extensive knowledge of available resources, personnel, department technology and department-specific programs and equipment utilized in support of department operations; accurate working knowledge of County and departmental rules, regulations, policies, procedures, and directives; sound working knowledge of safety rules/regulations and accident-prevention practices; demonstrated ability to implement the incident command system to manage an emergency incident or function as an officer in the incident management system; sound critical thinking and problem solving skills with the ability to appropriately resolve a variety of questions and issues within established policies, guidelines, requirements and procedures, including under adverse and emergency conditions; personal accountability and professional integrity; demonstrated sound political savvy and astuteness; demonstrated sound understanding of the department's role within the context of the larger role in Henrico County Government and the community; demonstrated ability to effectively communicate and implement the department's mission; excellent organization skills with the demonstrated ability to effectively multitask, plan, organize, delegate, direct, and supervise the work of the department's operations effectively to successfully achieve goals and to provide services within established requirements and deadlines; demonstrated ability to positively and effectively motivate and lead subordinates; sound judgement, critical thinking and problem-solving skills with the ability to appropriately troubleshoot, analyze and resolve a wide variety of questions and issues; ability to accurately synthesize data, consider and weigh a variety of relevant factors and make accurate determinations, decisions and recommendations; basic financial skills with an sound working knowledge of the operating, financial, budgetary and purchasing systems of the department and County; sound skills in the practices of data collection and management with the demonstrated ability to prepare a variety of reports and other documentation; ability to read and consistently comprehend, interpret, apply, explain, communicate and enforce complex ideas, technical information and regulations accurately, clearly and concisely, both orally and in writing; demonstrated sound technical skills with ability to use typical business software, proprietary software and applications incidental to assigned duties and department operations; excellent interpersonal and communication skills (written and verbal) with the ability to interact professionally with diverse populations on internal and external stakeholders; demonstrated ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain a good working relationships with all levels of department staff, County staff and officials, the public, and other relevant stakeholders; demonstrated personal accountability with a demonstrated ability to serve as a positive role model for subordinate personnel by leading by example, maintaining open effective two-way communication channels, and by providing a work environment which builds upon individuals' differences in personnel while focusing on effective collaborations to achieve the department's goals and meet operational needs; demonstrated excellent supervisory skills with the ability to foster and maintain high morale and engagement; excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy. Must be able to positively and appropriately represent the County internal and external stakeholders. May be required to work a flexible schedule as needed.

Minimum Education and Experience:

Education: Four (4) year degree in a relevant engineering field from an ABET approved program;

Experience: Ten (10) years of previous relevant professional engineering work experience to include six (6) years of experience in a supervisory capacity, preferably at a middle manager level or higher;

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license to perform assigned duties at various locations Countywide.
- Professional engineer license (PE License) issued by the Virginia Department of Professional and Occupational Regulation APELSCIDLA Board, or eligibility to obtain the PE License within six months of the hire/promotion date.