

Director of Public Works/County Engineer



General Summary of Classification:

Manages the County's Department of Public Works (DPW) operations and staff and serves as the County Engineer per Code of Virginia § 15.2-526; provides administrative oversight and direction for DPW's operational divisions responsible for: construction and maintenance of County roadways, traffic engineering for County roadways and intersections, transportation, public works construction projects including the design, engineering and inspections; environmental compliance and management, including drainage and erosion control; surveying; and performs related work as required.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Provides administrative and technical oversight and managerial direction for short- and long-term planning, coordination and management of the Department's operational divisions, and establishes division goals, objectives, and priorities;
- Collaborates effectively on the development, revision and implementation of department and division policies and procedures to ensure all policies, practices and operations are consistent with and aligned with County and Department goals and comply with all applicable federal, state, and County laws and regulatory compliance requirements;
- Collaborates effectively with department staff to manage divisions' operations, staffing and resources efficiently and cost effectively to meet County objectives, regulatory compliance requirements and operate within approved budget;
- Collaborates effectively with the department's Controller and operational divisions to prepare, submit and present the department's annual budget, and to operate within the budget as approved by the County Board of Supervisors;
- Prepares and presents information, reports, recommendations and guidance to County Officials and other stakeholders;
- Represents the County with local, state and federal agencies and with regional jurisdictions on inter-jurisdictional issues, compliance efforts and projects, which includes preparing and presenting information to councils, commissions, community groups, employee groups, the general public and other relevant regulatory and interested stakeholders;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Extensive working knowledge of the principles and practices relevant to the department's operational divisions; thorough working knowledge of local, state and federal regulations relevant to department operations; extensive working knowledge of the principles and practices of public administration (including personnel, budgeting, accounting, and management analysis), and the ability to apply them in support of department operations.
- **Technical:** Sound working knowledge of roads and bridge construction and maintenance, traffic management, and related environmental compliance; experience managing multiple operational divisions/units; strategic planning; excellent project management skills, including with large complex construction projects; budgeting and fiscal management.
- **Interpersonal, Communication and Customer Service:** Ability to lead and collaborate effectively with County officials, employees, local, state and federal agencies and the public; political savvy with ability to communicate tactfully and respectfully, both orally and in writing, with diverse target audiences of stakeholders; demonstrated ability to establish and maintain effective working relationships with internal and external stakeholders involved in department operations.
- **Decision-making and Authority:** Ensures department objectives, policies and operations are consistent with County objectives, policies, and regulatory requirements; requires professional integrity; sound judgement; critical thinking skills.
- **Leadership:** Ability to manage a department's operations and staff effectively in support of County goals and needs, to develop staff, and to foster high morale and collaborative working relationships; excellent conflict resolution skills.
- **Environment:** Typically works in an office setting; may work in various locations based on assigned duties.
- **Physical:** Visual and hearing acuity sufficient to perform assigned duties in an office environment and at various other duty-related locations as needed; ability to safely transverse sites in various conditions and stages of construction.

Minimum Education and Experience:

Education: Four (4) year degree in engineering from ABET accredited program;

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

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations Countywide.

Required of All:

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.