County of Henrico Job Classification

Public Works Division Director

General Summary of Classification:

Responsible for the administration and management of a large and complex division's core and support operations, functions, programs, other activities, resource management, and staff; performs other duties as assigned.

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

- Uses technical expertise to direct the planning, organization and management of strategic and day-to-day activities of the assigned division's core operations, support functions, staffing, equipment, maintenance and replacement programs, system rehabilitation, facility and technology upgrades, safety and security measures, compliance efforts, procurement processes, contacted services, consultants, policy and procedures development and revisions, identifying and pursuing opportunities for improving efficiency and effectiveness.
- Ensures the strategic organization and management of the division's resources and various operational and support units and staff to ensure regulatory compliance & efficient, cost-effective delivery of services managed by the division.
- Supervises and directs the work of subordinate professional, supervisory, technical and/or support employees, includes handling or ensuring subordinate staff appropriately handle hiring, training, scheduling and evaluating of division staff.
- Prepares and manages the division's budget, monitors and approves expenditures, and prepares related reporting.
- Manages capital and special projects, assigns or directs projects collaboration with other department and/or County staff.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Extensive knowledge of the underlying principles, practices and procedures of the assigned division's operations including applicable laws, regulations, policies, designs and permits governing the assigned division's operations, programs, and compliance; sound working knowledge of administrative and personnel management; ability to plan and manage projects from concept to completion and accurately prepare related documentation; ability to perform difficult computations; sound analytical skills with demonstrated ability make viable comprehensive recommendations to division specific problems; ability to prepare technical and informative reports; sound supervisory skills.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for communications and to complete assigned tasks.

- **Interpersonal, Communication and Customer Service:** Establishes and maintains productive and harmonious working relationships with the public, employees, County agencies and elected officials; demonstrates politically savvy and exercises sound judgment and discretion; routinely works closely with all levels of division and department staff, engineers, consultants, contracted service providers in a collaborative environment; clearly and accurately communicates (verbal and written) complex and technical information with all levels of County personnel and officials, internal and external stakeholders which may include County residents and customers, and regulatory agencies.
- **Decision-making and Authority:** Routinely makes complex & critical decisions related to the division's operations, programs, policies, compliance efforts and staff; requires sound analytical and decision-making skills; decisions typically carry serious consequences related to operating budgets, financial liability, legal implications, and compliance with regulatory mandates.
- **Leadership:** Supervisory; Serves as primary subject matter expert and primary point of contact and County representative; provides strategic and day-to-day leadership and management of the assigned division's operational and support units' workloads, processes, equipment (upgrades, maintenance, replacement, etc.), staffing, scheduling, compliance efforts, conflict resolution, contracted services, procurements, inventory management.
- **Environment:** Routinely works in an office; also required to work in various division-specific indoor and outdoor locations and related traffic and weather conditions; may be required to travel, work a flexible schedule, and be on-call.
- **Physical:** Visual and hearing acuity sufficient to engage in effective supervision, collaborations, compliance efforts, & ensure the safety of self and others; physical abilities sufficient to work safely in division specific locations and operating conditions.

Minimum Education and Experience:

- **Education:** Four (4) year degree in a field relevant to the assigned division preferred, relevant engineering degree preferred;
- **Experience:** Six (6) years of experience, including three (3) year of supervisory experience, relevant to the assigned division;
- **OR:** Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

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

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.
- Valid driver's license to perform assigned duties at various locations, may require a valid CDL.
- May require additional division or discipline-specific certification(s) and license(s).

- May require pre-employment medical or hearing based on the specific sensory and/or physical demands of the position.

Job Code: G.B.P.0041
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This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.