

Public Utilities Division Manager



General Summary of Classification:

Under general direction, performs work of considerable difficulty in planning, organizing, managing, coordinating, and evaluating the programs and services in a division within the Department of Public Utilities; performs other duties as assigned.

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.

- Uses subject matter expertise to manage operations, set work priorities, and direct operational activities within an assigned division or functional area within the Department of Public Utilities.
- Assists with budget preparation for assigned functional area or division.
- Serves as SME on matters related to assigned functional area, including Utility Design, Water Distribution, Sewer Collection, Water Treatment, Wastewater Treatment, Refuse Collection, Solid Waste Facility Management, and/or Recycling.
- Responsible for staffing, and work scheduling activities of the division; supervises the work of professional engineers, technical and support employees; may function as a back-up for subordinate staff as necessary.
- Assists in policy development and implements and interprets approved policies, procedures, and programs.
- Ensures compliance with local, state, and federal regulations established by but not limited to: Virginia Department of Health, VA Department of Consolidated Laboratory Services, VA Department of Environmental Quality, and the Environmental Protection Agency.
- May serve as division point of contact for Capital Improvement Projects and works directly with other divisions of the Department as well as external consultants and contractors.
- Provides supportive and motivational leadership.
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Considerable knowledge of the underlying principles, practices and procedures of the assigned division's operations including applicable laws, regulations, policies, designs, and permits governing division operations, programs, and compliance.
- **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:** Ability to establish and maintain productive and harmonious working relationships with the public, employees, County agencies and elected officials.
- **Decision-making and Authority:** Strong judgement and critical thinking skills; the ability to effectively problem solve and to make decisions; the ability to model and ensure compliance, effectiveness, and accountability.
- **Leadership:** Excellent management and supervisory skills including the ability to inspire, motivate, develop, monitor, and mentor staff; the ability to maintain staff morale and engagement; the ability to set and achieve division, department, and County goals; politically savvy; demonstrated ability to manage workloads efficiently and to meet critical deadlines.
- **Environment:** Typically works in an office setting; demonstrated ability to work in a wide array of indoor and outdoor locations and weather conditions; may be required to travel, work a flexible schedule.
- **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: Three (3) years of experience, including one (1) 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.) including successful completion of all required NIMS courses:

- Valid driver's license to perform assigned duties at various locations.
- 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.
- May be required to have no felony convictions in accordance with VA Code.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.