



## **Job Description**

### **Deputy Public Works Director**

**Summary & Scope of Responsibilities:** Under general direction of the Director, plans, directs, manages and oversees the activities, projects and operations of the Public Works Department including, street maintenance, design and construction, water and sewer systems operations/maintenance/design/construction, solid waste services, facility and grounds maintenance and repair. Coordinates assigned activities with other town departments and outside agencies. Provides highly responsible and complex administrative support to the Director of Public Works.

**Reporting Relationships:** Reports to Public Works Director.

#### **Essential Tasks & Responsibilities:**

- Assume operational management responsibility (through DPW management team) for all Public Works Departments services and activities including street maintenance and construction, building and grounds maintenance, utilities operations, maintenance, construction, solid waste services.
- Assist in development and implementation of Public Works Department goals, objectives, policies and priorities for each assigned service area.
- Establish within Town policy and budget constraints, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Assist with planning, directing and coordinating, through subordinate level supervisory and managerial personnel, the Public Works Department work management plan, assigns projects and programmatic areas of responsibility, reviews and evaluates work methods and procedures, meet with staff to identify and resolve problems as needed.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships, identify opportunities for improvement.
- Participate in the development and administration of the Public Works Department budgets, approve expenditures and implement budget adjustments as appropriate and necessary.
- Explain Public Works Department programs, policies, and activities, negotiate and resolve sensitive and controversial issues.
- Assess and monitor the Town's infrastructure to provide adequate public service both for existing system networks and extension networks.
- Review construction and project plans for compliance with Town Code and applicability of situations.

#### **Other Responsibilities & Tasks:**

- Compile and present sub-departmental staff reports, compile reports to regulatory agencies and other correspondence.

- Provide staff support to assigned boards as needed.
- Attend and participate in professional group meetings, stay abreast of new trends and innovations in the field of public works administration and services.
- Participate in emergency operations planning and recovery coordinating with police department, rescue squad, fire department, power company, Virginia Department of Transportation, FEMA, Corps of Engineers, Department of Environmental Quality, Virginia Department of Health, assorted contractors and other agencies as appropriate and as directed.

**Expected hours & Travel:** Regular hours required consist of 7:00 am - 3:00 pm Monday-Friday. May be required to work additional hours outside of a traditional work week as necessary.

**Required Education & Experience:**

- Minimum of five (5) years of progressive experience in commercial, industrial, or municipal construction, maintenance, operations, including two (2) years of administrative and supervisory responsibilities.
- Knowledge of operational characteristics, services and activities of a comprehensive public works program.
- Knowledge of principles and methods of the construction, operations, maintenance and repair techniques involving streets and roads, drainage systems, wastewater collection and treatment, and water supply and distribution.
- Knowledge of principles of supervision, training and performance evaluations.
- Experience in working with professional service providers such as consulting engineers, planning consultants, regulatory agencies and other government specialists.
- Knowledge of current Human Relations and employee labor law issues.
- Knowledge of pertinent Federal, State and Local laws, codes and regulations.
- Excellent time management and organizational skills.
- Demonstrated judgement and problem-solving ability.
- Demonstrated ability to maintain poise under pressure.
- Knowledge of work management and Project Management software, Microsoft Office (including Word, Excel, PowerPoint and Outlook) and mapping software.
- Ability to collect, create, analyze and interpret metrics.
- Ability to communicate difficult/sensitive information accurately.
- Valid Virginia Driver's license.
- Additional certifications considered/preferred: OSHA 10/30, Public Works Management certification (APWA), Stormwater/E&S Plan Reviewer/Inspector, Waterworks license, Project Management certification.
- Bachelor's Degree from an accredited college or university with major course work in public administration, business, engineering and/or other related subject or combination of experience and education.

**AAP/EEO Statement:** *This position description provides a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of this position.*

*The Town follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The Town will not discriminate on the basis of disability in its hiring and employment practices and will make reasonable accommodations or the known physical or mental*

*limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business. Persons with disabilities are encouraged to contact the Director of Human Resources (at 315 Douglas Ave. Colonial Beach, VA, 22443) when accommodations and job modifications may be necessary.*

**Non-Discrimination in Employment:** *The Town does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.*