



Director of Public Works and Utilities

Job Classification	Pay Band	Location	Department
Exempt	5	Colonial Beach, VA	Public Works

Job Summary

The Town of Colonial Beach, Virginia is seeking a mission-focused, compassionate, and experienced professional to lead the Public Works Department as their next Director of Public Works and Utilities. The successful candidate must be effective in communicating with diverse stakeholders and advocating for the needs of the Department while ensuring sustainable and reliable delivery of public works services to the entire community. Additionally, this Director will have a successful history of building bridges, seeking win-win solutions where divergent interests lie, and generating commitment and enthusiasm for the strategic vision of the Town.

This position is for a hands-on public works leader who: nurtures the worth and value of each employee through establishing cohesive values and a collective mission, while balancing adequate office time with the need to be present at project sites. The anticipated start date is August 1, 2022.

About the Department

Currently, the Public Works Departments consists of 34 full-time employees and two part-time employees who are involved in delivering a wide range of services to the town's citizens. With a \$5.46 million budget, the Public Works Department is responsible for maintaining all town-owned properties, all infrastructure within the public rights-of-way, all public water and sewer utilities, and the town fleet. The Public Works Department also provides residential services such as refuse collection. The Town's environmental sustainability programs are facilitated in coordination with the Public Works Department.

Duties and Responsibilities

The Public Works Director:

- Plans and directs activities of the public works department including the planning, organizing, and directing of roadway maintenance, snow removal, and other emergency operations, buildings and grounds maintenance, water and sewer utility systems maintenance, fleet management, solid waste services, and related public works functions
- Promulgates regulations to ensure proper organization and use of personnel
- Performs administrative activities of the public works department
- Oversees budgetary operations and prepares budgets as required

- Coordinates formal and on-the-job training programs for recruits and personnel development
- Keeps records and prepares reports including personnel reports
- Develops and recommends policy options and alternatives for consideration by the Town Manager and the Town Council

Qualifications

Valid driver's license in the Commonwealth of Virginia required. Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education/Training: Bachelor's degree with coursework in civil engineering, or related field.

Experience: 7+ years of increasingly responsible experience in public works, engineering, or related fields, including 5 or more years of budget and supervisory responsibility is required.

Preferred Qualifications: A Professional Engineer (PE) certification is strongly desired; Master's Degree in a related field.

Compensation

The pay range for this position is \$68,267.72-\$122,882.80, depending on qualifications and experience. The Town provides an excellent benefits package, including covering 100% of an employee's health insurance premium and professional development.

Equal Opportunity Employer

The Town of Colonial Beach provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Notes

1. This position description is subject to change at any time as the needs of the Town change. Nothing set forth herein restricts the Town's right to assign or reassign duties and responsibilities to this position at any time with or without notice.
2. Position open until filled. Applications may be obtained from Town Hall, 315 Douglas Avenue, Colonial Beach, VA 22443, or online at www.colonialbeachva.net. Return completed applications and resume to Human Resources via email at humanresources@colonialbeachva.net.