

PUBLIC WORKS PROGRAM MANAGER

The Town of Dumfries Virginia is seeking a motivated energetic person to join our team as the Public Works Program Manager. This individual will assist with the development of vision and administering the strategic oversight within the Town's Public Works Department.

Position Description

Under the direction of the Director of Public Works assists with the management, planning and scheduling of all activities and operations involving the Town's Public Works Department. This position will assist with professional and administrative work overseeing the street maintenance, stormwater management, drainage, buildings and grounds and related operations of the Town. Additional responsibility may include contract administration and management of the Town's Separate Storm Sewer System (MS4).

We are looking for someone with some or all the following skills:

- General knowledge of the principles and practices of public works, including but not limited to, street maintenance, drainage, infrastructure improvements, management and maintenance of existing facilities.
- Planning and organizing assigned aspects of department operations.
- Ability to determine work priorities, identify appropriate resources and ensures work is completed according to agreed schedule and within department standards.
- Management of Grant programs.
- Assist with the preparation and execution of the Public Works budgets, the development of long-term departmental plans, goals and objectives focused on achieving the Town's mission and the Council's priorities.
- Ability to assist with implementing the 5-year Capital Improvement Plan as it relates to the Town's Strategic Plan.
- Manages capital improvement projects, reviews specifications and plans; coordinates schedules; and assists in developing bids for projects.
- Assists with the administration of grant programs for Public Works projects, programs; and prepares reports and documentation as required.
- Responsible for the development of a Public Works operational/procedures manual to determine department priorities and regulations; and will become responsible to ensure departmental activities are documented.
- Demonstrated skill in preparation of reports.
- Exceptional oral and written skills are required.

Education

Five years' experience or any combination of education and experience equivalent to graduation from an accredited college or university with major course work in civil engineering, management, public or business administration or related field or extensive experience in a responsible position in the public works field.

Benefits

Benefits include Virginia Retirement System, annual leave, sick leave, fully paid health insurance for employee only (with partial payments towards employee's family premium), and deferred compensation plan for employee contributions only.

Application Process

Anyone interested in this position must submit a completed Town of Dumfries Employment Application. The position will be open until filled. First round of applications will be reviewed starting 10-29-2018. Applications may be submitted by mail to the Public Works Director, Town of Dumfries, 17755 Main Street, Dumfries, Virginia 22026 or by email attachment to gkac@dumfriesva.gov. Incomplete applications will not be processed.