

Public Works Director

FLSA Status: *Exempt*

General Definition of Work

Manages, directs, and coordinates the work of the Department of Public Works, including Administration, Transportation Planning, Stormwater, Building Official, Information Technology, Total Maximum Daily Load (TMDL) program efforts in accordance with the U.S. Clean Water Act, and Operations (Buildings & Grounds, Vehicle Maintenance, Engineering, and Streets Maintenance). Ensures capital improvement and maintenance projects are performed according to project terms, in compliance with contract guidelines, and in a timely manner.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Supervises, directs, and evaluates assigned staff; Develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; interviews potential candidates and makes hiring recommendations; assists with or completes employee performance appraisals; recommends promotions, discipline, termination and salary increases; and trains staff in operations, policies, procedures.

Plans and implements short term or annual goals, objectives, and strategies for the department to ensure efficient organization and completion of work.

Keeps Town Manager, Town Council, and citizens informed regarding Public Works activities, and generally ensures that the activities are in line with the established goals and objectives provided by the Town Manager; acts as the person "responsible and in charge" in compliance with state code with respect to engineering design aspects of Public Works.

Directs, oversees, plans engineering for buildings and grounds.

Plans, develops, and obtains approvals for large public works budgets including appropriate rate structures; analyzes monthly financial reports and recommends budget adjustments as necessary.

Serves as the Town's representative by working with the Northern Virginia Transportation Authority (NVTa) and the Virginia Department of Transportation (VDOT) on transportation related matters and projects.

Serves as the Town's representative by working with the Northern Virginia Regional Commission (NVRC) and the Virginia Department of Environmental Quality (VDEQ) on Virginia Stormwater Management Program (VSMP) Total Maximum Daily Load (TMDL) program efforts and Chesapeake Bay Preservation Act (CBPA) related matters and projects.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervises the functions of Building Official, Information Technology and Stormwater Management.

Develops and administers Town's Capital Improvement Program for the department to include general government, parks, transportation and drainage projects: Conducts field inspections and makes complex decisions regarding ongoing capital projects.

Represents the department at local, regional and state meetings as required: Attends public hearings and make presentations to public gatherings and Town Council regarding departmental proposals, projects, and activities.

Performs special assignments as requested: Researches and prepares reports and projects; develops and implements programs; administers state and federal grants; and presents technical data to Town staff and others as needed.

Performs various administrative tasks as required, including preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, reviewing professional journals, returning telephone calls, attending and conducting meetings, and responding to emails.

Reports to the Town Manager.

Minimum Qualifications

- Bachelor's degree with coursework in civil engineering or related field; supplemented by five (5) years progressively responsible experience in public works operations and administration; or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.
- Must have successfully completed required courses and certification; may be required to possess additional certification(s) as deemed necessary by the Town.
- Must possess and maintain a valid Virginia driver's license.

Knowledge, Skills and Abilities

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

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Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA Compliance

Physical Ability: Requires the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odors, depth, textures, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.