



Town of Wytheville

Job Opening

Job Title: Director of Public Utilities and Engineering (Full-Time, with Generous Benefits Package)

ANTICIPATED SALARY RANGE: \$\$77,896 to \$93,000. Actual compensation will be DOE/DOQ.

FLSA Designation: Exempt.

DEPARTMENT: Public Utilities and Engineering

POSTED: 11/20/2023

POSITION SUMMARY: The **Director of Public Utilities and Engineering** oversees critical public utility operations and engineering services for the Town of Wytheville. Serving as department head, the Director is responsible for the following units: Water and Wastewater Operations, Public Utilities Water/Sewer Construction and Maintenance, Pretreatment Operations, and Engineering Services. The Director performs a wide range of leadership, operational and administrative responsibilities which includes, but is not limited to: critical water, wastewater, and engineering services vision, operations, maintenance and analysis for enhanced efficiencies; supervision of staff; project planning, design and management; program development and implementation; departmental fiscal administration; and other administrative tasks.

➔ **A detailed Position Description is attached and may also be found on the Town of Wytheville's Employment Opportunities webpage at <https://www.wytheville.org/employment>.**

REQUIRED MINIMUM QUALIFICATIONS: Graduation from an accredited four-year college or university with a Bachelor's degree in civil, industrial, or environmental engineering or a closely related field. Minimum of four years of relevant, full-time public utilities, engineering and/or related infrastructure experience, including at least two years of supervisory experience. OR, any equivalent combination of education and experience that satisfies the job requirements specified. Knowledge of engineering principles, practices and methods as applicable to public utilities and to a municipal setting. Ability to perform work involving the application of principles of logical thinking and administrative, professional, technical, managerial, and financial practices to diagnose or define problems, collect data and solve abstract problems with widespread impact. Working knowledge of and compliance with local, state and federal laws, codes, ordinances, regulations, and requirements related to municipal utilities, utility operations, transportation networks and other critical infrastructure. Must be familiar with technical specifications and standards related to municipal utility systems, stormwater systems and transportation elements. Record of personal and fiscal integrity and financial/budgeting skills. ***Please refer to the Position Description for additional Required Minimum Qualifications.***

HOW TO APPLY: Applicants must complete an Employment Application to be considered for a Town job opening. Employment applications are available online at <https://www.wytheville.org/docs/general/employment-application.pdf>, or by visiting the Lobby of the Town of Municipal Building at 150 E. Monroe St., Wytheville, VA. Please submit completed applications via email to: human.resources@wytheville.org, in person, or by USPS mail to: Department of Human Resources, Town of Wytheville, P.O. Box 533, Wytheville, VA 24382.

CLOSING DATE: Position is posted open until filled. Review of applications begins immediately and will continue until the position is filled or the posting is cancelled.

The Town of Wytheville is an Equal Opportunity Employer

POSITION DESCRIPTION

Class Title: **Director of Public Utilities and Engineering**

Department: Public Utilities and Engineering

Worker's Comp Group No.: 054

FLSA Designation: Exempt

Effective Date: November 20, 2023

GENERAL PURPOSE

The **Director of Public Utilities and Engineering** oversees critical public utility operations and engineering services for the Town of Wytheville. Serving as department head, the Director is responsible for the following units: Water and Wastewater Operations, Public Utilities Water/Sewer Construction and Maintenance, Pretreatment Operations, and Engineering Services. The Director performs a wide range of leadership, operational and administrative responsibilities which includes, but is not limited to: critical water, wastewater, and engineering services vision, operations, maintenance and analysis for enhanced efficiencies; supervision of staff; project planning, design and management; program development and implementation; departmental fiscal administration; and other administrative tasks relevant to the position.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant Town Manager.

SUPERVISION EXERCISED

Direct reports to this position currently include: Superintendent of Water Treatment Operations, Superintendent of Wastewater Treatment Operations, Engineering Department staff, and Public Utilities Supervisor. Includes indirect supervision of staff employed in units assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develops goals, objectives, policies and procedures for Town public utilities in consultation with regulatory agencies, elected or appointed officials, senior management, and other department heads and staff. Conducts short- and long-term vision and planning for public utility and street infrastructure in the Town of Wytheville. Responsible for identifying and mitigating risks associated with operations and ensure contingency plans are in place to address potential challenges. Plans for future expansion to meet growth needs. Must be available at all hours and times of the day as an essential worker in the event of an emergency and able to fill in for positions when needed.

Directs public utilities operations including water treatment and distribution, sewer collection, revenue production, inspections and evaluations, contingency planning, safety, and other activities, processes, programs and infrastructure projects. Collaboration with other departments such as Public Works is key to plan for existing and future needs, such as implementing street and stormwater improvements for the Town. Oversees and directs staff in the maintenance, repair, and expansion of utility infrastructure such as pipelines, treatment plants and distribution systems. Serves as primary point person for ensuring areas of operation are met, as well as primary contact for regional partners such as Wythe County and the New River Regional Water Authority.

Plans and manages engineering operations and activities in assigned division in order to meet the goals of the Town Council and Town Manager and to serve as liaison between Town management and the engineering technical staff. Oversees engineering functions such as the design review process, capital project design, construction management, customer service efforts, and other engineering programs. Prepares, approves, evaluates, and maintains related engineering reports and other information such as specifications, project invoices, proposals, grant applications, permits, and budgets.

Supervises staff including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, staff development, counseling, disciplining, and terminating or recommending termination of employees. Responsible to monitor staff certification levels relative to the Water and Wastewater Treatment Plants.

The Director must be knowledgeable of and ensure compliance with relevant federal, state, County and Town regulations and Codes, the policies and procedures of the Town, and any other practices which are common to the Town as it relates to public utilities and engineering services, as well as in day-to-day operational activities. Conduct reporting, keeping abreast of changing laws and implementing new standards when needed. Responsible for the post closure inspection and reporting requirements of the Town landfill.

Responsible for project management using industry standard best practices. Responsible for overseeing both new construction and maintenance projects. Must independently oversee complex projects from start to finish and ensure that projects are completed in a timely manner within established budgets.

Advises and consults with elected and appointed officials, commissions, federal or State regulatory agencies, department heads, staff agencies, developers, civic or private groups, individuals, and others on problems, strategies, policies, and procedures related to public utility services. Responds to public inquiries working to resolve any issues relative to engineering policies, ordinances, codes and project-specific inquiries. Represents the Town on regional and local boards, committees and meetings concerning public utilities related issues; makes presentations regarding public utility issues or programs.

Administrative Duties: Performs administrative duties and responsibilities relevant to the Director position. Includes but is not limited to: Prepares and oversees the departmental budgets, maintaining line item expenditures within budget allocation. Applying sound accounting practices and budgetary planning, analyzes operations to identify and recommend cost savings and efficiency improvements. Identifies, applies for and manages related grant opportunities and additional funding sources. Initiates procurement activities and complies with relevant procurement policies, procedures and regulations. Oversees the maintenance of public utilities and engineering services files and records, in compliance with relevant regulations. Ensures that best practices are used for asset location and asset management. Responsible for data collection, conducting studies, analysis and reports. Performs additional job related duties at the direction of the Town Manager or Assistant Town Manager, as may be assigned.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited four-year college or university with a Bachelor's degree in civil, industrial, or environmental engineering or a closely related field. Minimum of four years of relevant, full-time public utilities, engineering and/or related infrastructure experience, including at least two years of supervisory experience. OR, any equivalent combination of education and experience that satisfies the job requirements specified.

Necessary Knowledge, Skills, and Abilities:

Knowledge of engineering principles, practices and methods as applicable to public utilities and to a municipal setting.

Ability to perform work involving the application of principles of logical thinking and administrative, professional, technical, managerial, and financial practices to diagnose or define problems, collect data and solve abstract problems with widespread impact.

Working knowledge of and compliance with local, state and federal laws, codes, ordinances, regulations, and requirements related to municipal utilities, utility operations, transportation networks and other critical infrastructure.

Must be familiar with technical specifications and standards related to municipal utility systems, stormwater systems and transportation elements.

Record of personal and fiscal integrity and financial/budgeting skills.

Excellent organizational and strategic planning skills.

Demonstrated excellent interpersonal, written and oral communication skills.

Demonstrated ability to build positive relationships and work effectively with individuals from diverse ethnic, cultural and socioeconomic backgrounds.

Ability to meet the extended hours, travel and on-call (24/7) requirements of the position, and to be available to respond expeditiously to emergency situations.

Special Requirements

Must possess a valid State driver's license or have the ability to obtain one prior to employment. A driving record that is compliant with Town driving standards is required.

Must obtain and maintain membership in a professional trade organization related to municipal systems or engineering.

TOOLS AND EQUIPMENT USED

Personal computer, Computer-aided-design and drafting software, GIS software, standard drafting tools; surveying equipment including level, theodolite and electronic distance measuring devices; motor vehicle; telephone; mobile radio.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Must be physically capable of moving about on facility and construction work sites and must have ability to move about under adverse field conditions.

This includes climbing stairs and navigating elevated platforms at the treatment facilities. Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public utilities facilities. Hand-eye coordination is necessary to operate drafting instruments, tools, computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate. Employee may be exposed to higher noise levels, such as construction sites or when required to be near equipment and outside of the office environment.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; criminal background investigations; driving records; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: _____ Approval: _____ Date: _____
Department Head Town Manager

Revision History: March 12, 2008, November 13, 2013, November 20, 2023

Employee Signature: _____ Date: _____