

DIRECTOR OF UTILITIES TOWN OF BERRYVILLE, VIRGINIA

The Town of Berryville, Virginia is seeking a detail-oriented, thorough, and organized water and wastewater professional to join its team as Director of Public Utilities.

The ideal candidate must be able to provide leadership to the Public Utilities Department as it delivers high-quality drinking water for use by the Town's residents and guests and returns high-quality effluent to the Shenandoah River. This department head position involves hands-on management of municipal water and wastewater treatment plants and related facilities in accordance with VDEQ, VDH, and VOSHA standards and regulations. Possession of valid VA Class II Operator's License for Water or higher and Class II Operator's License for Wastewater or higher is required. Must demonstrate considerable knowledge of and have considerable experience in water and wastewater plant operations and maintenance; thorough knowledge of treatment processes, principles and practices; and ability to prepare, maintain, and analyze complex documents, records, and reports. Experience must include personnel supervision; purchasing; planning and scheduling of daily operations in an efficient and cost-effective manner within approved budgetary limits; and management of complex construction projects. A detailed job description, including specific job requirements, can be accessed at www.berryvilleva.gov.

The starting salary range for this EXEMPT position is \$70,000 – \$88,000. The Town of Berryville offers a comprehensive benefits package that includes (but is not limited to):

- medical, dental, vision, and prescription coverage,
- up to 12 paid holidays annually,
- paid time off,
- Virginia Retirement System pension plan and life insurance, and
- 457(B) individual retirement plan.

Candidates must submit: a letter of interest, detailed resume (including salary history and requirements), and a completed Town of Berryville Application for Employment to Cindy Poulin, Director of Finance, at either treasurer@berryvilleva.gov or 101 Chalmers Court, Suite A, Berryville, VA. Review of applications will begin August 24, 2022. Position open until filled.

The Town of Berryville is an Equal Opportunity Employer.

Town of Berryville Job Description

Job Title: Director of Public Utilities

Department: Public Utilities

Reports to: Town Manager

FLSA Status: exempt

Prepared by: KRD

Prepared Date: 7/28/22

Approved by: KRD

Approved Date: 7/28/22

SUMMARY

This Department Head position performs complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising the operation and maintenance of the town's water treatment plant; raw water withdrawal, transmission, and storage facilities and equipment; water storage facilities; sewage treatment plant and sewage plant effluent release facilities, and directs operations of these plants and facilities by performing the following duties personally or through subordinate employees:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but other duties may be assigned:

- Administers the Public Utilities Department within approved budgetary limits and Town purchasing policy; develops work procedures and policies in coordination with the Town Manager; recommends personnel actions to the Town Manager; trains personnel; plans and supervises the work schedules for department personnel; prepares necessary reports.
- Oversees the operation and maintenance of the Town's water treatment plant; raw water withdrawal, transmission, and storage facilities and equipment; water storage facilities; and sewage treatment plant and sewage effluent release facilities, and operates plants as needed.
- Is operator in responsible charge for both treatment plants.
- Coordinates the activities of the department with other Town departments and other private and public agencies.
- Evaluates the public utilities needs and formulates short- and long-range plans to meet needs in all areas of responsibility.
- Oversees the development of programs, goals, and training courses for each of the various activities of the department.
- Writes reports, attends public meetings, and makes presentations as required.
- Reviews site and construction plans to ensure compliance with local, state, and federal regulations.
- Interprets state and federal policies, requirements, and methods and develops specific operating procedures that comply with these policies and requirements.

- Delegates tasks and activities to workers and establishes supervisory schedules and responsibilities to ensure quality and timeliness of independent decisions required to provide continuous service to public and for the safety of workers.
- Cooperates with representatives of other jurisdictions in solving interrelated administrative, organizational, and technical problems.
- Directs maintenance of departmental records and upkeep of equipment and structures.
- Responds to citizen complaints in a timely and professional manner.
- Assumes project manager capacity for public utilities projects.
- Investigates, evaluates, and determines best application of new developments in water and waste water treatment, and devises other means of safeguarding public health and securing maximum efficiency of personnel and equipment.
- Anticipates and forecasts water usage and sewage inflow and makes appropriate operational changes, prepares departmental budget and CIP recommendations, and makes related decisions in order to keep facilities and system operation current with economic changes.
- Prepares composite reports from individual reports of subordinates. Completes water and waste water monthly reports.
- May be required to be on-call and carry a Town-issued phone. As needed, on-call status will require employee to report to work after hours to perform necessary tasks.
- Performs other tasks as required.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees of the Public Utilities Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited four-year college or university with focus in engineering or related field and two years related experience; or six years related experience and/or training; or equivalent combination of education and experience. Must have significant supervisory experience and proven communication skills. Must have extensive knowledge of standard tools and equipment used in departmental work. Must possess extensive knowledge of the hazards of assigned work and industry standard safety precautions and safety devices. Must possess extensive knowledge of OSHA and VOSH

requirements.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents and construction plans. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or elected officials.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Must be able to follow detailed written and oral instructions from Town Manager and perform tasks as directed. Must be able to communicate work orders to subordinates and make reports to Town Manager and Town Council. Must be able to work closely with consulting engineers as well as applicants for land use applications.

CERTIFICATES, LICENSES, REGISTRATIONS

- The following certifications from the Commonwealth of Virginia:
 - Minimum of Class 2 Water Operators License
 - Minimum of Class 2 Wastewater Operators License
- Must possess a valid driver's license.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is regularly required to talk or hear and taste or smell. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

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 is regularly exposed to moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and risk of electrical shock. The employee is occasionally exposed to vibration. The noise level in the work environment is usually

moderate to loud.

DRUG AND ALCOHOL TESTING

Position is subject to testing as provided under the Town of Berryville Drug and Alcohol Testing Policy. Position is deemed to be critical to the safety and security of employees or citizens.

This job description is not intended to be all-inclusive, and the employee will also perform other reasonably related duties as assigned by immediate supervisor and other management as required.

The Town of Berryville reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.