



Town of Wytheville

Job Opening

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

ANTICIPATED HIRING RANGE: \$54,704 to low \$70k's. Actual compensation will be DOE/DOQ.

DEPARTMENT: Public Utilities and Engineering **FLSA DESIGNATION:** Exempt **POSTED:** 01/29/2024

POSITION SUMMARY: The **Assistant Director of Public Utilities and Engineering** assists the Director of Public Utilities and Engineering with administration of critical public utility operations and engineering services for the Town of Wytheville. The Assistant Director performs a wide range of leadership, operational and administrative responsibilities which include, but is not limited to: critical water, wastewater, and engineering services operations, maintenance and analysis for enhanced effectiveness and efficiencies; research; consultation; project management; evaluation; budgets; expenditures; special studies; and compiling reports. The Assistant Director also performs administrative tasks relevant to the position.

➔ **Please refer to the attached Job Description for more details. The Job Description is also available online via the Town of Wytheville Employment Opportunities webpage at <https://www.wytheville.org/employment>.**

REQUIRED MINIMUM QUALIFICATIONS: Bachelor's degree in civil, industrial, or environmental engineering, or a closely related field, from an accredited higher education institution. Minimum of four years of relevant, full-time equivalent experience in public utilities, engineering and/or related infrastructure experience, OR, any equivalent combination of education and experience that satisfies the job requirements specified may be considered. Knowledge of engineering principles, practices and methods as applicable to public utilities and to a municipal setting. General knowledge of urban planning and design principles, zoning and subdivision regulations. 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, subdivisions, surveying and GIS mapping standards, and other elements relevant to critical infrastructure. Must be familiar with technical specifications and standards related to municipal utility systems, stormwater systems, and transportation elements. ***Please refer to the Job 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 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

JOB DESCRIPTION

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

Department: Public Utilities and Engineering, Town of Wytheville

Worker's Comp Group No.: 054

FLSA Designation: Exempt

Effective Date: January 29, 2024

GENERAL PURPOSE

The **Assistant Director of Public Utilities and Engineering** assists the Director of Public Utilities and Engineering with administration of critical public utility operations and engineering services for the Town of Wytheville. The Assistant Director performs a wide range of leadership, operational and administrative responsibilities which include, but is not limited to: critical water, wastewater, and engineering services operations, maintenance and analysis for enhanced effectiveness and efficiencies; research; consultation; project management; evaluation; budgets; expenditures; special studies; and compiling reports. The Assistant Director also performs administrative tasks relevant to the position.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Public Utilities and Engineering.

SUPERVISION EXERCISED

In the absence of the Director, the Assistant Director is responsible for 1) direct supervision of the Superintendent of Water Treatment Operations, Superintendent of Wastewater Treatment Operations, Engineering services staff, and Public Utilities Supervisor, and 2) indirect supervision of other staff employed in assigned units.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Director with short- and long-range capital planning, fiscal management and budgeting, obtaining cost estimates, and project management. May independently oversee complex projects, perform inspections, and ensure that projects are in compliance and completed according to specifications, in a timely manner and within established budgets.

Works directly with town management, public works, and planning and building departments to plan and execute engineering and development initiatives for the town.

Assists the Director in managing public utilities and engineering operations including water treatment and distribution, sewer collection, revenue production, inspections and evaluations, contingency planning, safety, and other activities, processes, programs and infrastructure projects. Prepares water loss reports for the Health Department. Interacts with the general public to prevent water loss and addresses water loss issues.

Directs daily operations of engineering functions such as the design and development review process, construction management, customer service, and other engineering initiatives. Manages and maintains related engineering reports and other information such as specifications, invoices, proposals, grant applications, permits, budgets, and street inventory, associated infrastructure and maintenance.

JOB DESCRIPTION

Class Title: Assistant Director of Public Utilities and Engineering

Conducts research regarding public utility and engineering initiatives such as, but not limited to: location of public and private easements, and sewer, water, street and stormwater infrastructure. Develops maps, compiles data, completes studies, coordinates signage, manages the address system and prepares presentations. Maintains a general knowledge of zoning and building regulations. Works in conjunction with the Director of Planning to communicate development standards and zoning policy. Assists with maintaining the town GIS system.

Identifies and mitigates 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.

Maintains the land permit system and provides oversight for work in the public right of way. Coordinates with the public on new projects and utility relocation.

Serves as a point of contact and facilitator regarding the following: 1) town construction projects, public utilities, street improvements, land use permits, subdivision review, stormwater and other projects; 2) urban street inventory including new public streets proposals; 3) inquiries from developers, subdividers and owners during development and/or construction, assisting with the review of subdivision plats and related site plan; 4) town erosion and sediment control program. Reviews erosion and sediment control plans, performs inspections, ensures program compliance and generates reports; 5) coordinates with State regulatory agencies such as the Virginia Department of Environmental Quality as needed.

Ensures 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 and the overall responsibilities of this position. Conducts reporting, keeping abreast of changing laws and implementing new standards when needed.

May advise and consult with internal and external contacts regarding 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. May represent the Town on regional and local boards, committees and meetings concerning public utilities or engineering related issues.

In the absence of the Director, supervises staff in the department.

Administrative Duties: Performs administrative duties and responsibilities relevant to the Assistant Director position. Analyzes operations to identify and recommend cost savings and efficiency improvements. Identifies, applies for and manages related grant

JOB DESCRIPTION

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

opportunities and additional funding sources. Responsible for data collection, conducting studies, analysis, creating reports and associated recordkeeping.

Performs additional job related duties at the direction of the Director, the Town Manager or the Assistant Town Manager, as may be assigned.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in civil, industrial, or environmental engineering or a closely related field, from an accredited higher education institution. Minimum of four years of relevant, full-time equivalent experience in public utilities, engineering and/or related infrastructure experience, OR, any equivalent combination of education and experience that satisfies the job requirements specified may be considered.

Necessary Knowledge, Skills, and Abilities:

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

General knowledge of urban planning and design principles, zoning and subdivision regulations.

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, subdivisions, surveying and GIS mapping standards, and other elements relevant to 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 project management 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.

Demonstrated working knowledge or familiarity with listed tools and equipment used.

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 and maintain in good standing at all times. A driving record that is compliant with Town driving standards is required. Must be certified by the Virginia Department of Environmental Quality as an Erosion & Sediment Control Plan reviewer and inspector within one year of employment and must maintain certification

JOB DESCRIPTION

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

in good standing at all times. Must be physically capable of moving about on construction work sites.

TOOLS AND EQUIPMENT USED

Personal computer, CAD software, GIS software, standard drafting tools, surveying equipment including level, total station theodolite and electronic distance measuring devices, data collector, pipe locator, engineering calculator, motor vehicles, telephone, mobile radio, and other generally accepted tools and equipment relevant to the position's responsibilities.

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 and ladders at the treatment facilities. Work is performed in office settings and outdoors. 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: Work is performed in office settings and outdoors in varying types of outside weather conditions. The employee will be required to enter manholes, trenches and other types of underground locations to help maintain, repair and construct public infrastructure, and climb ladders and other types of elevated surfaces. 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 noise on construction sites or when required to be near equipment and outside of the office environment. The employee will be required to traverse slippery and muddy surfaces and may be required to enter water filled or flooded areas as required.

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.

JOB DESCRIPTION

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

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.

Authorization:

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

Revision History: Former "Land Surveyor/Assistant Town Engineer" position was re-established as an "Assistant Director of Public Utilities and Engineering" position on 1/29/2024.

Job Description Acknowledgement:

My signature below represents that I have received the complete job description. Further, I understand the following: it is my responsibility to read the job description and to fully understand the requirements set forth therein; the job description is to be used as a guide and that I will be responsible for performing other duties as assigned; and this job description does not constitute an employment contract with the Town of Wytheville.

Employee Name:

Print: _____ Signature: _____ Date: _____

HR Use Only:

Date Received: _____ **HR Rep Initials:** _____ **Effective Date:** _____