



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

DIRECTOR OF ENGINEERING AND UTILITIES

FLSA Status: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and administrative work planning, organizing and directing activities of the Utility/Engineering Department and providing professional engineering services; does related work as required. Work is performed under general supervision of the County Administrator. Supervision is exercised over department personnel.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, hazards, and atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and directing Utility Department activities; providing technical engineering expertise; coordinating work with County Administrator and department directors; maintaining records and files; preparing reports.

(The following tasks 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.)

Acts as Contract Administrator for Utility Department projects; maintains responsibility for utility operations;
Reviews and authorizes subdivision and site plans for utility extensions, stormwater management and erosion control;
Supervises Utility Department staff and functions; reviews employee time entry and approves leave; hires staff as needed; interprets and revises ordinances as needed; approves monthly operating bills; orders supplies and equipment as needed;
Drafts and reviews contract additions and changes;
Negotiates complex agreements; prepares, reviews, and interprets agreements and contracts;
Meets with local and state officials, contractors, developers and engineers as needed; responds to citizen inquiries;
Provides technical engineering expertise to other departments as needed;
Coordinates emergency utility operations;
Prepares and administers departmental budget; prepares state monthly reports;
Prepares Consumer Confidence Reports annually;
Designs plans for replacement water lines and pump stations; inspects drainage concerns according to complaints; Monitors changing regulations in the areas of utilities and engineering;
Prepares cost estimates as requested;
Reviews plans for stormwater management compliance;
Assists mechanics with troubleshooting stations, ordering supplies, scheduling water samples, etc.;
Analyzes flow reports; submits reports to state;
Obtains easements and right of way for utility expenses;
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
Must have a valid Virginia Driver's License;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of modern civil engineering principles, methods and techniques; thorough knowledge of facility maintenance and repair practices; general knowledge of the laws and regulations governing potable water systems, stormwater management and soil erosion and sediment control; ability to organize, plan and supervise the work of subordinate personnel; ability to learn County Code related to Utility/Engineering operations; ability to establish and maintain effective working relationships with government officials, associates and the general public; ability to communicate effectively both orally and in writing; ability to prepare technical reports.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in civil engineering and extensive civil engineering and utilities experience. Erosion and Sedimentation Control certification preferred.

SPECIAL REQUIREMENTS:

Registration as a Professional Engineer in Virginia; if registered as a Professional Engineer out of State, must achieve Virginia certification within one (1) year. Shall require possession of, or ability to obtain, water and wastewater operator's licenses.