



CLASS SPECIFICATION FOR
Director of Public Utilities

GENERAL STATEMENT OF DUTIES: Oversees and manages the operation of the County water system, wastewater and sewer systems, and refuse disposal systems; administers street lighting program in sanitary districts; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional and administrative position involving responsibility for administering a comprehensive public utility program. The incumbent demonstrates considerable judgment, initiative, and professional engineering knowledge in making technical decisions on engineering problems. The employee is responsible to the County Manager; administrative policy guidelines are received from the Deputy County Manager for Community Development.

EXAMPLES OF WORK (illustrative only):

- Exercises general management of the operation of County water, water reclamation and solid waste disposal systems;
- Directs the conduct of studies to ascertain the utility needs of individuals and the County as a whole;
- Meets with civic groups and other interested parties living in various sanitary districts in order to discuss their water, sewer and related public utility problems with them;
- Exercises general supervision over the development of plans and designs for utility structures such as water systems, water reclamation facilities and sewage treatment plants;
- Represents the County at meetings with other local jurisdictions and State agencies and meets with Economic Development prospects;
- Exercises administrative supervision over the construction of new facilities and their inspection for compliance with County standards;
- Establishes standards for the operation of sewage treatment plants;
- Oversees the accounting and business management activities of the Public Utilities Department;
- Coordinates policies and methods of operation with those of the neighboring cities and counties;
- Prepares annual budget estimates of receipts and expenditures;
- Prepares periodic and annual reports on Public Utilities activities;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Broad and extensive knowledge of modern principles and practices of public utility operations on a large scale; extensive and detailed knowledge of the construction and operation of water reclamation and sewage treatment facilities, water distribution systems and landfills; considerable knowledge of the laws and regulations governing public utility services and operations; proven customer service and leadership skills; considerable knowledge of solid waste operations, including refuse collection, recycling and landfill management; considerable knowledge of business management practices as apply to the operation of the department; proven ability to establish effective working relationships with staff, other County representatives and agency heads, the design, engineering and construction community and citizens; ability to plan and to supervise the work of others on a large scale; demonstrated sound professional judgment.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in civil or sanitary engineering and eight (8) years of responsible engineering and administrative experience in the construction or operation of public utilities such as water distribution systems or sewage treatment facilities; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: Possession of, or eligibility for, a Professional Engineer's license issued by the Commonwealth of Virginia.