



## Director of Public Works

### General Description

The Public Works Director is a key member of the City's Operational Leadership Team with responsibility for project management, planning, directing, and supervising the day-to-day operations of the Public Works Department through subordinate staff. This position is appointed by and serves under the direction of the City Manager and requires frequent interaction with other department directors. The Director of Public Works, performs administrative and professional work in directing the activities of the Public Works Department. The Director of Public Works is responsible for planning, budgeting, organizing, staffing and directing activities with emphasis on: Project Management, Public Works Administration, Streets & Bridges, Utility Operations (Water and Wastewater), and Solid Waste Operations.

### Essential Job Functions

- Day to day City Operations including Streets, Engineering, Plants, Infrastructure
- Procuring, managing and working on City projects (construction, roads, plant/utility improvements)
- Managing Capital Outlay to include planning, financing, engineering, construction, start-up, and close-out
- Reviewing and analyzing plans and specifications for City projects and operations
- Formulating comprehensive operational policies and procedures
- Strategic planning and development of asset management strategies
- Preparing technical reports as needed
- Establishing and maintaining effective working relationships with City staff; other public officials, associates, contractors, and the general public
- Ensuring regulatory compliance in public works functions including water, wastewater, and solid waste operations
- Identification of additional funding sources to leverage available funds
- Other duties and special projects as assigned

### Requirements/Preferences

- Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in engineering, business administration or related field.
- Must possess a valid driver's license

### Knowledge, Skills and Abilities

- Relevant supervisory experience, or demonstrated progressive responsibility within job functions
- Thorough knowledge of construction projects, road maintenance, fleet maintenance, plant operations/equipment and related public works operations

- Ability to identify, develop, and implement process improvements as needed
- Ability to plan for, review, and analyze plans and specifications for the completion of projects within timelines and budgets
- Ability to formulate comprehensive operational policies and procedures
- Ability to prepare technical reports
- Ability to supervise and develop staff to meet departmental goals and required compliance

### **Additional Requirements**

Subject to a complete criminal history background search with acceptable results. Following a conditional offer of employment, candidate must pass a drug screening. This is an essential position and provides critical support to emergency management and prompt response to operational sites can be required.

### **Salary & Benefits**

Salary is dependent on qualifications (DOQ).

Excellent fringe benefits package to include VRS retirement, health insurance, paid time off, and paid life insurance.

### **Application Process**

Interested applicants are requested to complete a City employment application which can be found at [www.covington.va.us](http://www.covington.va.us) under “City Government” and then “Employment”. In addition to the basic application, candidates are requested to complete a cover letter and resume. Applications are to be sent via email to [jobapp@covington.va.us](mailto:jobapp@covington.va.us) by 4:00 PM, on November 18, 2022, and the position will remain open until filled.

The City of Covington offers equal employment opportunities to all job applicants and employees. All employment policies and practices shall be free from discrimination based on race, color, religion, gender, age, national origin, political affiliation, disability, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions.