

Hanover County Government  
Public Utilities Department  
Deputy Director of Public Utilities – Operations & Maintenance  
Salary: \$110,000.00- \$130,000.00

The Hanover County Department of Public Utilities is seeking a dynamic leader to manage our operations and maintenance divisions as our Deputy Director of Public Utilities – Operations and Maintenance. In this pivotal role, the incumbent will lead a diverse and highly talented, multi-divisional team comprised of superintendents, technicians, operators, and professional maintenance, construction, and laboratory staff.

Responsibilities will include providing both technical and administrative support for O&M staff, preparing and maintaining annual O&M budgets, and assisting the Director and other managerial staff with departmental strategic planning.

**General Description:** This is an executive level professional position. The incumbent performs complex technical and administrative tasks to assist with the implementation and direction of the County's Department of Public Utilities.

**Organization:** The Deputy Director of Public Utilities (Operations and Maintenance) reports to the Director of Public Utilities and supervises assigned staff. During absences of the Director, the County Administrator, Deputy County Administrator, or Director will assign one of the Deputy Directors in Public Utilities as acting Director.

**Essential Functions:**

- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Assists the Director of Public Utilities to develop and maintain policies, procedures and department goals.
- Conducts studies and prepares plans and reports and makes presentations as needed.
- Coordinates annual budget preparation and Capital Improvement Program planning as related to departmental operations and maintenance functions.
- Oversees preparation and administration of contracts for services with contractors, suppliers, and vendors.
- Represents the Department, as needed, before Public Utilities' stakeholders such as County Administration, the Board of Supervisors, county residents and businesses, contractors and developers.
- Serves as liaison to regulatory agencies, Town of Ashland and other regional organizations.
- Responds to inquiries from the public as needed.
- Manages the Operations and Maintenance division for Public Utilities.
- Manages activities, programs and reporting to maintain regulatory compliance.
- Analyzes operations and maintenance activities making suggestions for improvements.
- Manages all activities related to operations and maintenance and other programs assigned for Public Utilities.
- Performs related work as assigned.

**Working Conditions:**

A. Hazards

- Occasional exposure to industrial and/or construction sites
- Occasional exposure to dust, adverse weather, and noise

B. Environment

- Office - Primary
- Field

C. Physical Effort

- Minimal

D. FLSA Status

- Exempt
- No Compensatory Leave Accrual

**Knowledge, Skills and Abilities:** Knowledge of personnel and financial management and administration required, preferably in a local government setting. Requires a working knowledge of water and wastewater treatment techniques and technologies as well as water distribution and wastewater collection systems operation and maintenance. Knowledge of related laws, regulations and ordinances, required. Possession of either a Class I Water or Class I Wastewater operator's license required, with any class license in both desired. Ability to communicate effectively, both orally and in writing, required. Must be able to demonstrate excellent analytical skills and the ability to make appropriate decisions. Must know how to establish and maintain successful working relationships with County staff, government officials, Boards/Commissions, customers, neighboring utilities, regulatory agencies, and citizen groups. Computer literacy, required.

**Education, Experience and Training:** Bachelor's degree in related field required with at least five (5) years of progressively responsible experience in public water and sewage utilities, including two (2) years in a supervisory or managerial position; Experience in budget preparation and management, personnel management, programs and performance within a Public Utilities organization preferred— OR — Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

**Special Conditions:**

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Work beyond normal work schedule, including weekends, holidays, nights and call-backs
- Essential staff designation

For more information and to apply, please visit [www.hanovercountyjobs.com](http://www.hanovercountyjobs.com)