



## **Director of Water & Sewer**

**Department:** Water & Sewer

**FLSA Status:** Exempt

**Pay Plan / Grade:** General / 14

### **General Definition of Work**

The Greene County Water and Sewer Department of Greene County Virginia, established in 2023, seeks a Director to oversee a clean water supply and efficient wastewater management for the community. The Director performs complex work supervising 24-hour operation of water and sewer treatment and delivery while meeting all required health and safety standards. The Director represents the Greene County Water and Sewer Department, both orally and in writing, to the general public, other agencies, in litigation, and in presenting all reports and briefings to the Greene County Board of Supervisors. This position is responsible for updating and maintaining the permits for operation and all licenses required by VDH, DEQ, OSHA, Army Corp; reviewing all new systems, components and parts for compliance with engineering standards and regulatory compliance; planning and overseeing long-term operational and infrastructure improvements to maintain level of service needs and regulations; and hiring, training, and supervising all finance, customer service, operations, engineering and maintenance staff. Work involves setting policies and goals under the direction of the County Administrator. Position exercises departmental supervision over the Maintenance Workers, Engineer, Water Operator, Wastewater Operator and Finance/Billing Customer Service.

### **Qualification requirements**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

### **Essential Functions**

- Oversees all water and sewer related work, assuring compliance to required standards.
- Reviews engineering drawings; assimilates information on projects.
- Serves as the primary report contact with the Virginia State Waterworks Board, VDH, and VDEQ
- Directs all the activities of the Department, including administering programs, projects, processes, procedures, and systems.
- Supervises staff; conducts performance evaluations; ensures staff is trained and maintains all required certifications.
- Responsible for managing specifications for all equipment and infrastructure for compliance with industry standards.
- Plans direct and coordinate work plan; assign projects and areas of responsibility; review and evaluate work.
- Develops and administers the approved department budgets (operations and projects).
- Creates and manages capital budget planning and program development.
- Develops and implements departmental goals, objectives, policies and priorities.
- Responsible for contract administration.
- Manages all operating permits and regulatory requirements for all agencies to include VDH, VDEQ, and OSHA.
- Provides guidance and training to support employee development and workplace safety.

## **Knowledge Skills and Abilities**

Knowledge of the County Water & Sewer Treatment Plant Operations Plan; knowledge of equipment manuals, knowledge of department policies and procedures; knowledge of the applicable laws, regulations, and ordinances of the department; knowledge of emergency and safety procedures and protocols; knowledge of engineering description sheets and engineering drawings; knowledge of required department reports, blueprints, and maps; skill in the use of general office equipment, personal computers, software, and peripheral equipment; skill in operating required water and sewer system related equipment and machinery; skill and ability to conduct employee performance reviews; ability to read and write plainly; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to follow technical instructions, procedures and schedules; ability to establish and maintain effective working relationships with associates, supervisors, and the general public.

## **Education and Experience**

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Bachelor's degree and moderate (3-5 years) experience in engineering or related field, or equivalent combination of education and experience. Experience in an executive senior management team, operation, and maintenance of a public utility is preferred. Experience with fiscal responsibilities including budget preparation and administration, capital improvement programs, and strategic planning. This position requires night and weekend work during emergencies, and some overnight travel and weekend work from time to time. Preferred qualifications include working with a board-governed utility and a master's degree in a related field.

Residency is not required but the person needs to be located within 30 minutes of the service area (after appointment) to respond promptly to emergencies.

## **Physical Requirements**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally. Work regularly requires sitting and speaking or hearing; occasionally requires standing, walking, using hands, reaching with hands and arms, pushing or pulling and repetitive motions work has standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, use of measuring devices and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic); work occasionally requires exposure to wet/humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather).

## **Special Requirements**

A valid driver's permit issued by the Commonwealth of Virginia.

Expand and codify policies and procedures for the new Department.

Conduct and maintain a thorough inventory of the full water and sewer system infrastructure.

Responsible for capital projects that are necessary to secure a long term water supply for Greene County.

Evaluate and create a feasible plan to modernize existing water meter network

Oversee planned shut down of the Greene County Wastewater Treatment Plant in Stanardsville to transfer flows to the existing Rapidan Wastewater Treatment Plant in Ruckersville.