

Staunton City & Schools

Superintendent of Utilities: City of Staunton (2455)

JOB POSTING

Job Details

Posting ID **2455**
Title **Superintendent of Utilities: City of Staunton**
Description CITY OF STAUNTON

SUPERINTENDENT OF UTILITIES

The City of Staunton, located in the heart of the Shenandoah Valley, is seeking highly qualified applicants for the position of Superintendent of Utilities. Come join our highly professional team dedicated to serving this dynamic city and its citizens. For more information about the Utilities Department, please visit [Public Works Department](#). The City of Staunton offers highly competitive compensation and benefits.

Staunton, with a relatively low cost of living, is known for its history, architecture, arts and cultural and culinary delights. *“One of the prettiest and most progressive towns in the South” and “20 charming mountain towns to visit this fall”—Southern Living*

The City of Staunton is seeking an innovative leader who performs professional and technical work managing the daily operations of the Public Works Utilities Division. Responsible for the maintenance and repair of City infrastructure to include but not limited to water lines, sewer lines, pumping stations, fire hydrants, valves, water storage tanks, meters, and the water treatment plant. Assists the Director of Public Works in the development of long-range plans, programs and objectives in support of the operation, maintenance, repair and construction of public infrastructure.

The individual will have thorough knowledge of: the practices of infrastructure maintenance and repair; a the materials, methods, practices, and equipment used in the operation, maintenance and repair of distribution systems and production and treatment systems and the practices of civil engineering as applied to utility system construction and maintenance. The individual will have knowledge of: materials, methods and equipment essential to utility construction, maintenance and repair and environmental laws and best practices. The individual will have the ability to: develop recurring maintenance and repair programs and schedules; develop work schedules; review and analyze plans and specifications for the maintenance, repair and construction of public infrastructure; develop small projects and material/cost estimates; develop operational policies, plans and procedures and prepare reports, provide analysis and recommendations.

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Plans, organizes, directs and coordinates work activities for water line, sewer line, and utility technical services crews, plus water treatment plant staff;
- Establishes and enforces major procedures and policies;
- Ensures that appropriate action is taken by subordinates;
- Develops work requirements and weekly work schedules;
- Ensures quality and timely work;
- Provides quality assurance/surveillance for contract work;
- Handles correspondence;
- Prepares a wide variety of reports and documentation on activities;
- Maintains databases and other computer inventories;
- Develops vehicle/equipment specifications;
- Reviews development plans and works closely with developers/contractors;
- Coordinates all purchasing requirements;
- Develops requisitions for materials and supplies;

- Develops project cost estimates to include bill of materials, equipment and man-hours;
- Oversees administration of personnel and evaluates assigned personnel;
- Researches and recommends operational changes;
- Receives citizen inquiries or complaints;
- Tracks information to ensure citizens receive prompt service and courteous and accurate status of work;
- Makes field inspections of projects, both in-house and contract, for compliance with recognized standards and practices;
- Ensures personnel are adequately trained and equipped;
- Represents Public Works Dept at meetings, as required;
- Ensures positive image and public relations while executing Utility Division activities;
- Develops recurring maintenance programs and procedures;
- Ensures compliance with applicable environmental laws, policies and practices;
- Assists Director in development of plans, programs and training in support of departmental objectives;
- Develops and monitors budgets, records and reports;
- Monitors weather forecast information, making plans and preparations accordingly;
- Coordinates, monitors and provides surveillance of work done by outside contractors;
- Provides support for other Public Works Divisions as necessary and;
- Performs other duties as assigned by Director.

Bachelor’s degree in civil engineering and/or related field or equivalent amount of training and experience in field. Must have extensive experience in supervision and water and/or sewer project management. Valid Virginia Professional Engineer (PE) license is preferred.

Position must be available to work evenings and week-ends in the event of emergencies or severe, adverse weather conditions. Attendance is occasionally required at community/neighborhood meetings and/or City Council meetings. Individual may be called in by stand-by personnel for additional assistance. Valid Professional Engineer (PE) license is preferred.

Excellent benefits include participation in the Virginia Retirement System, paid-time off, group life insurance, medical insurance, professional dues, and conference expenses. Criminal background check is required. This position is subject to random drug testing.

FLSA:	Exempt
Grade:	21
Hiring Range:	\$90,000-\$110,000: DOE/DOQ
Start Date:	On or around early September 2024 or negotiable
Reports To:	Director of Public Works

The recruitment will remain open until filled. Interested applicants should submit an online application, cover letter and resume, no later than **August 12, 2024**.

For a complete job description, please contact:

Jonathan Venn, Chief Human Resources Officer
 City of Staunton/Staunton City Schools
 116 West Beverley St (Human Resources, 2nd Floor City Hall)
 Staunton, VA. 24401
 504-332-3914
 vennjg@ci.staunton.va.us

The City of Staunton is an Equal Opportunity Employer (EOE) and is fully committed to the principles and practices of equal employment.

<i>Shift Type</i>	Full Time	<i>Salary Range</i>	\$90,000.00 to \$110,000.00
<i>Salary Code</i>	Per Year	<i>Job Category</i>	City Government
<i>External Job Application</i>	City of Staunton Application	<i>Internal Job Application</i>	Internal

Location **PUBLIC WORKS DEPARTMENT** Posting Status **Active**
Minimum
Qualifications
Screening

Job Application Timeframes

Internal Start Date **07/12/2024** General Start Date **07/12/2024**
Internal End Date **08/12/2024** General End Date **08/12/2024**

Job Pools

Pool Name	Quantity	Requisition ID	Requisition Title
Default	1		

Alternate Job Contact

Name	Title
Location	Phone
Email	

References

Automatically Send Reference Check	No	Reference Check Form	Support Staff Reference Survey
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