

Executive Director of Middlesex Water Authority and County Engineer
Middlesex Water Authority and Middlesex County

JOB TITLE: County Engineer/Executive Director

IMMEDIATE SUPERVISOR:

PAY GRADE / SALARY RANGE:

FLSA STATUS: Exempt

FULL/PART TIME: Full Time or Part Time

GENERAL STATEMENT OF JOB

Under minimal supervision, performs complex supervisory and administrative work managing the Middlesex County Public Works and Engineering. Performs technical, professional and administrative work coordinating Middlesex Water Authority and Middlesex County Public Works Department, project management operations, wastewater collection systems planning and design. Work involves planning, developing, and implementing projects and programs to maintain and expand utility services in accordance with needs of the Authority and County as ascertained by surveying and conferring with residents and public officials. Employee is also responsible for directing and coordinating the activities of consultant, contracted, technical, and clerical staff affiliated with said project and programs. Employee must exercise initiative and independent judgment to ensure that operations are in accordance with state and federal regulations. Employee must exercise tact and courtesy in contact with public officials, developers, contractors, and the public. Reports to Middlesex Water Authority Board of Directors and the County Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

Plans, organizes and directs the activities of consultant, contracted, technical and clerical personnel engaged in operation of water distribution system, utility crew and/or contractors, and customer service and billing systems; ensures that subordinates receive orientation and training for assigned positions; assists and advises subordinates as necessary, resolves problems as non-routine situations arise; supervises all administrative matters in the Authority and County including revenue projection, budget preparation, budget expenditures, scheduling and personnel matters.

Ensures utility systems are operated in accordance with established state and federal regulations and where compliance status is at risk, devises and recommends an appropriate course of corrective action to Authority Board and/or County Administration.

Selects and hires consultants, contractors, and staff; coordinates work to ensure project goals and regulatory requirements, deadlines are met.

Participates in long-range planning; reviews and approves plans and specifications for system expansion.

Reviews and approves all reports due to State and Federal agencies as required; prioritizes capital improvements relating to utility needs.

Develops department policies and procedures; interprets department policies, procedures, and ordinances for customers, developers, contractors, and public officials as required; confers with state, federal, and other County agencies on a variety of matters to provide assistance, coordination, guidance, direction, and recommendations.

Confers with Board of Supervisors, Authority Board and County Administration on a variety of issues and concerns pertaining to operations; researches and plans new ordinance and policy changes to meet the needs of the County and Authority.

Develops, coordinates, and monitors a variety of County projects; prepares and submits periodic and/or comprehensive reports to County Administration and to the Board of Supervisors and Authority; makes presentations to the public, Authority and Board of Supervisors.

Receives and responds to inquiries, suggestions, and complaints received from individuals, civic and community groups, developers, contractors, County Administration, Board of Supervisors, County employees and representatives of other governmental agencies, etc.; meets with individuals, civic and community groups, developers, contractors, Board of Supervisors, and employees and representatives of other governmental agencies, etc., to present, promote and/or interpret programs and activities.

Updates and maintains financial records for Authority. Reviews and monitors monthly cost accounting, revenue, and expenditure reports.

Prepares Departmental and Authority Budgets and financial reports evaluations as needed.

Performs other duties as assigned by the Authority Board and County Administrator.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in engineering or a closely related field is preferred and/ or any equivalent combination of training and experience which provides the required skills, knowledge of abilities that enable the employee to perform the required duties at a managerial level.

Two to four years of progressively responsible public management / supervisory experience dealing with public works, municipal water and wastewater systems, maintenance, and construction or equivalent private sector experience.

SPECIAL REQUIREMENTS & PREFERENCES

Preference for registered Professional Engineer (PE) by the Commonwealth of Virginia.

Possession of a valid driver's license; possess and maintain a driving record that meets established Middlesex County Driving Standards.

Hold a Virginia Class 5 Water operator's license or ability to obtain licensure within 1 year.

Advanced skills / experience in Microsoft Office applications is required. Skill / experience in QuickBooks application is preferred.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Middlesex County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirement

Must be physically able to operate a variety of machinery and equipment including office machines such as computers, typewriters, calculators, copiers, cellular telephones, two-way radios, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. The job is rated as Medium Work.

Interpersonal Communication

Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates and assistants.

Language Ability

Requires the ability to read manuals, codes, regulations, contracts, specifications, drawings, charts, maps, graphs, bulletins, etc. Requires the ability to prepare correspondence, reports, budgets, letters, memos, reports, spread sheets, agendas, etc., with the proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to be conversant in the theory, principles and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.

Intelligence

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude

Requires the ability to record and deliver information and to follow and give verbal and written instructions. Must be able to communicate effectively in a variety of technical or professional languages including legal, engineering and governmental terminology.

Numerical Aptitude

Requires the ability to utilize mathematical formulas; adding and subtracting totals; multiplying and dividing; determining percentages and decimals; understand and apply the theories of descriptive statistics and statistical inference.

Interpersonal Temperament

Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress when confronted with an emergency or daily situations.

Physical Communication

Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.) Must be able to use a two-way radio and mobile phone.

PERFORMANCE INDICATORS

Knowledge of Job

Has thorough knowledge of municipal public works operation, ordinance and regulations; thorough knowledge of modern municipal public works operations, principles and practices; considerable knowledge of intergovernmental relations; considerable knowledge of county government organization and functions; considerable knowledge in grant writing and reporting; considerable knowledge in budget preparation and administration; considerable knowledge in general administration and management; considerable computer literacy; considerable knowledge in the layout and location of utilities; ability to observe and make critical analysis; ability to organize and guide various personnel under municipal public works conditions; ability to effectively communicate and maintain control during natural and/or man-made disasters; Has the ability to think independently and to make sound recommendations to the administration and governing body based on conditions as they exist; ability to demonstrate sound judgment as well as considerable initiative in dealing with the variety of local government issues as they arise; Ability to exercise independent judgment, discretion and initiative in completing assignments and in dealing with administration, other employees and the general public; demonstrates vision necessary to not only understand current conditions and needs but to think about the needs of the community in the future and to develop policy recommendations based on this vision; ability to deal effectively with the public in emergency as well as non-emergency situations; ability to work in a team environment; ability to present ideas clearly and concisely both in writing and orally; ability to maintain physical condition that permits the activities necessary in and inherent to the public works management profession; ability to establish and maintain effective working relationships with other employees and the general public.

Quality of Work

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work

Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability

Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance

Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm

Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment

Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and research problems, situations and alternatives before exercising judgment.

Cooperation

Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others

Shares knowledge with supervisor and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public to maintain good will toward the County and project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and people to maintain goodwill within the County. Interacts effectively with fellow employees, supervisors, professionals and the public.

Coordination of Work

Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping

Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning

Plan, direct and use information effectively to enhance activities and production of the department and work to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the County. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving departmental and County objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way to achieve the goals and objectives of the department and County.

Organizing

Organizes own work as well as that of subordinate staff. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

Staffing

Works with other County officials and management to select and recommend employment of personnel who are qualified both technically and philosophically to meet the needs of the department and County. Directs the development and training of personnel to ensure that they are properly inducted, oriented and trained.

Leading

Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

Controlling

Provides a work environment which is orderly and controlled. Coordinates, audits and controls human and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

Delegating

Assigns additional duties to staff as necessary and/or appropriate to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making

Uses discretion and judgment in developing and implementing courses of action affecting the County. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity

Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the County. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations

Strives to develop and maintain a good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation

Has a clear and comprehensive understanding of federal, state, and county policies regarding emergency management administration. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation

Keeps abreast of changes in operating philosophies and policies of the County and continually reviews office and County policies to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and County morale and performance. Works to see that established policies enhance same.

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This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties which may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

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