



POSITION RECRUITMENT

Director of Public Utilities

INQUIRE AT:

540-459-6160

jobs@shenandoahcountyva.us

Shenandoah County Human Resources
600 North Main Street, Suite 102 Woodstock, Virginia

A photograph showing three people in kayaks on a river. The kayakers are wearing life jackets and are positioned in the foreground and middle ground. The river is surrounded by dense green trees and hills in the background. The image has a greenish tint.


www.shenandoahcountyva.gov/jobs

OUR COMMUNITY

Situated in the scenic northern Shenandoah Valley of Virginia, Shenandoah County is 34 miles long, an average of 16 miles wide, and contains a land area of 512 square miles. Shenandoah County, formed May 15, 1772, is home to six incorporated towns – Edinburg, Mount Jackson, New Market, Strasburg, Toms Brook, and Woodstock – as well as over 100 unincorporated communities. Shenandoah County is served by the parallel routes of the Old Valley Pike (U.S. Route 11) and Interstate I-81, which run its length, and the I-81 intersection with I-66, which runs east to Washington, D.C. is just a short distance north of the County line.

With over 26% of the County covered in National Forest, including over 178 miles of trails and 30 miles of streams feeding the Shenandoah River, Shenandoah County has an abundance of diverse outdoor recreational amenities and attractions. Shenandoah County is also steeped rich in history with many community museums, battlefields, and historic sites located throughout the County. Shenandoah County also has an expansive array of restaurants, wineries, breweries, and cideries as well as farms, markets, shops, and country stores.

Shenandoah County has a 2023 population of approximately 45,228 residents, the median age is 43.6, and the per capita personal income is \$56,745.

45,228
approximate
population in 2023



43.6
MEDIAN AGE



\$56,745
per capita
personal income

OUR ORGANIZATION

Shenandoah County operates under the traditional Board-Administrator form of government.

The County has six magisterial districts with each district represented by an elected Board of Supervisor member. The six-member Board appoints the County Administrator.

Shenandoah County provides a wide range of services to residents and businesses, including public safety, education, judicial administration, parks and recreation, library, solid waste, water and sewer, planning, zoning, and building safety, tourism, economic development, and health and human services.

OUR DEPARTMENT

The Department of Public Utilities is a critical infrastructure department that manages public water and sewer services for the citizens located in the Stoney Creek and Toms Brook-Maurertown Sanitary Districts and public sewer services for the North Fork Wastewater Treatment Plant of Shenandoah County. The Director of Public Utilities oversees a full-time staff of 21 employees. Four administrative staff provide support for both Sanitary Districts and the North Fork Wastewater Treatment Plant.

Stoney Creek Sanitary District

The Stoney Creek Sanitary District (Stoney Creek) was established in 1986 by the Shenandoah County Board of Supervisors and assumed all assets and responsibilities from the Stoney Creek Utilities Corporation. Stoney Creek provides public water and sewer service to the Bryce Mountain Resort, Basye, and Shrine Mont areas of Shenandoah County. Stoney Creek serves approximately 1,700 connections. The operations and maintenance staff consists of three treatment plant operators and ten construction & maintenance staff members. The Fiscal Year 2025 budget is \$2.7 million, which includes approximately \$0.6 million for capital improvements.

Water Treatment and Distribution

The Stoney Creek water system is a Class IV permitted public water system sourced from seven groundwater wells with a 0.393 MGD total capacity. The water system relies on a combination of treatments, including mixed media and membrane filtration as well as disinfection. The water system utilizes three booster stations and three ground storage tanks (0.439-million-gallon total storage) and maintains approximately 280,000 LF of distribution lines.

Wastewater Treatment and Sanitary Sewer Maintenance

The Stoney Creek wastewater system is a Class II permitted facility consisting of a 0.6 MGD wastewater treatment plant, supplemented by six sewer pump stations. The wastewater system maintains over 320,000 LF of collection lines.

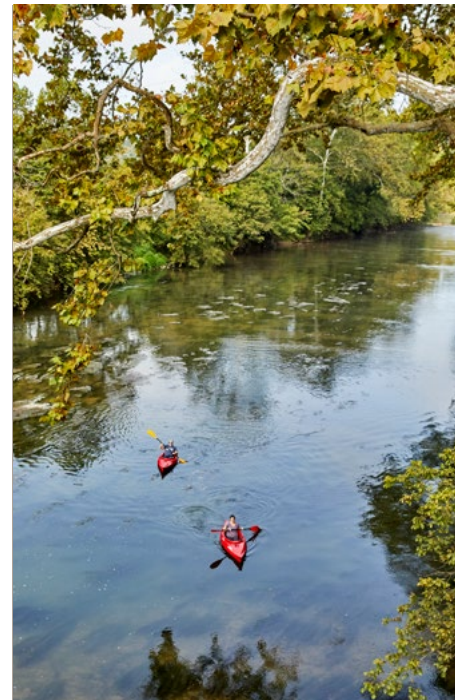
Toms Brook-Maurertown Sanitary District

Toms Brook-Maurertown Sanitary District (Toms Brook-Maurertown) was established in 1990 by the Shenandoah County Board of Supervisors and assumed all assets and responsibilities from the then Toms Brook-Maurertown Service Authority. Toms Brook-Maurertown provides public water and sewer service to the Route 11 corridor from the northern corporate limits of the Town of Woodstock to the Toms Brook I-81 Interchange. Toms Brook-Maurertown serves approximately 700 connections. Toms Brook-Maurertown consists of four operations and maintenance staff members. The Fiscal Year 2025 budget is \$1.4 million, which includes \$0.4 million for capital improvements.

178 MILES

of trails

through the George Washington National Forest



1 STATE PARK

WITH

8 MILES OF TRAILS

ADJACENT TO

OVER 100 ACRES OF NATIONAL FOREST



Multiple glamping, hip camps, camp resorts, primitive and developed camp sites and a four season mountain resort.

Our Department (Continued)

Water Treatment and Distribution

The Toms Brook-Maurertown is a Class IV permitted public water system sourced from two groundwater wells with a 0.244 MGD total capacity. One of the wells is treated using membrane filtration, and the other is treated solely through disinfection. Distribution of water is provided by approximately 80,000 LF of water lines, one booster station, and two water storage tanks (0.25-million-gallon total storage).

Wastewater Treatment and Sanitary Sewer Maintenance

The Toms Brook-Maurertown wastewater system is a Class III permitted facility at a 0.189 MGD, supplemented by eight sewer pump stations. The wastewater system maintains over 100,000 LF of sewer collection lines.

North Fork Wastewater Treatment Plant

The North Fork Wastewater Treatment Plant (North Fork) is located approximately midway between the Towns of Edinburg and Woodstock. Shenandoah County acquired the former Aileen Corporation Wastewater Treatment Plant in 1998. North Fork is a Class III facility and has a potential permitted capacity of 0.750 MGD and is currently operating at a permitted capacity of 0.100 MGD. North Fork receives wastewater flows from the County's landfill leachate collection system, domestic wastewater from the landfill office, Animal Shelter, and businesses along Landfill Road and Aileen Road, as well as biosolids from towns and Sanitary Districts within the County. North Fork also receives septage from County residents by means of the Septage Handling facility located on the County's landfill property.

The Fiscal Year 2025 budget is \$325,000. The plant is operated by a contract operator and maintained by Stoney Creek Sanitary District and County maintenance staff.

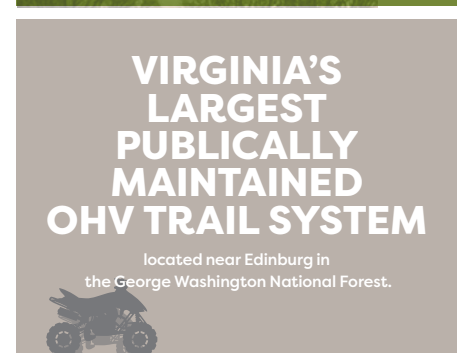
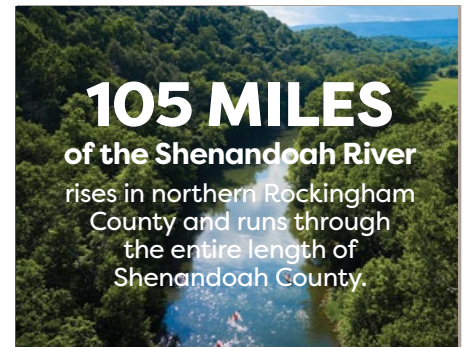
OUR IDEAL CANDIDATE

As a result of the pending retirement of our current Director of Public Utilities in March 2025, the County is seeking an experienced leader to fill this vacancy.

The Director of Public Utilities is an integral member of the County's leadership team reporting to County Administration. The ideal candidate will be a forward-thinking team player with a strategic focus on deploying best practices, bringing the best out of the Department staff, and achieving full compliance with environmental regulations. The ideal candidate will be a highly motivated, innovative, and experienced professional, who can manage a wide variety of complex projects and activities.

The ideal candidate will have management and policy experience working in public utilities, preferably with significant water and wastewater experience. The ideal candidate will be well-versed in public utilities asset management (maintenance and operations) and project management in addition to trends within the industry.

Given the small size of our organization, the successful candidate will embrace the role of a subject matter expert and will be analytical and detail oriented. The selected candidate will maintain an understanding of the issues affecting the County and leverage that knowledge to aid County Administration in decisions that positively impact the organization and meet the needs of the County.



KEY PROJECTS & INITIATIVES

- The County desires to develop a long-term public utilities infrastructure plan to include infrastructure assessments and demand forecasting to analyze population growth, development patterns, and usage trends to predict future utility needs and plan for those capital improvements through a thoughtful prioritization strategy.
 - The County is currently investing heavily in controlling infiltration and inflow (I & I) through relining and manhole coating. This work is largely performed in-house by the Stoney Creek construction and maintenance staff.
 - The County is also in the process of addressing a backlog of solids management at the North Fork Wastewater Treatment Plant as well as refurbishing pump aeration and mixing equipment in the plant basins.
- The County desires to conduct periodic water and wastewater utility rate studies to ensure that sufficient revenues are recovered through rates and that the rate and fee structures are aligned with the County's financial objectives and community's values. It is industry best practice to conduct this type of evaluation approximately every three to five years. The County completed a utility rate study for Stoney Creek Sanitary District in early 2024 and implemented the recommended first-year rate adjustments for both Districts effective July 1, 2024.

THE POSITION

Education and Experience

Requires a bachelor's degree in Business Administration, Public Administration, Engineering or related field and considerable experience in the operation and maintenance of public water and sewer utilities, including considerable supervisory experience. An equivalent combination of education and experience may be used to meet this requirement.

Knowledge, Skills, and Abilities

- Knowledge of standard office practices, procedures, equipment and techniques.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of the organization and functions of the department and of general administrative policies and practices.
- Knowledge of Microsoft Office suite of programs for the purposes of creating and formatting documents, graphs, presentations, databases and spreadsheets.
- Knowledge of current practices, methods and techniques in the operation of public drinking water delivery and sanitary engineering.
- Knowledge of public utility administration, planning, and design.
- Skill in communicating effectively both orally and in writing in a highly interactive team-oriented work environment.
- Ability to operate standard office and other work-related equipment.
- Ability to review and analyze plans and specifications.
- Ability to formulate and execute operational policies and procedures.
- Ability to prepare technical reports.



Shenandoah County offers

**1 DISTILLER
1 CIDERY
8 WINERIES &
3 BREWERIES**



31 MILES
of trout fed
streams for fishing.

Home to Murray's Fly Fishing shop opened in 1962 offers beginner and advanced fly-fishing schools.



Knowledge, Skills, and Abilities (Continued)

- Ability to direct the activities of a large operations staff
- Ability to keep office records and to prepare accurate reports from file sources.
- Ability to perform and organize work independently.
- Ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor.
- Ability to establish and maintain effective working relationships with county officials, other public officials, contractors, consulting engineers, regulatory agencies and the general public.
- Ability to maintain regular and predictable attendance at work.

Essential Function and Tasks

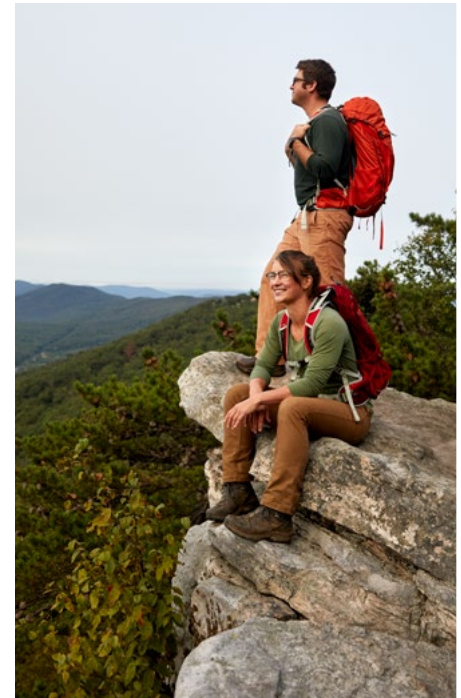
- Plans, organizes, directs, and coordinates activities of public utility (water/sewer) divisions and facilities.
- Researches, compiles, and analyzes data concerning current and future divisional needs; develops tactical and strategic information for use in decision making.
- Oversees, plans, reviews, and monitors divisions' permits to ensure compliance; ensures, through consultation with department and county personnel, effective and timely compliance with all government laws, regulations, guidance, requirements, and recommendations.
- Prepares department operating and capital budgets and monitors expenditures.
- Conducts field observations of projects and operations to ascertain status.
- Advises, assists, and collaborates with staff and others on complex assignments; facilitates decision making processes.
- Conducts studies and prepares plans and reports and makes presentations as needed.
- Coordinates with staff, consultants, legal counsel, and engineers concerning policies, procedures, purchases, and projects.
- Prepares and maintains a wide variety of reports and correspondence on department activities as required.
- Submits a variety of local, state, and federal reports and documentation.
- Advocates for operational and ordinance changes to County Administration and/or Board of Supervisors.
- Receives citizen inquiries or complaints and dispatches available information recommending action.

Other Special Certifications

- Possession of an appropriate driver's license valid in the Commonwealth of Virginia.
- While not a requirement of the position, current possession of or recent possession of a Waterworks and/or Wastewater Works Operators license issued by the Commonwealth of Virginia or other state is preferable. Please note that obtaining or possessing a Waterworks and/or Wastewater Works Operators license is not a requirement for this position.

WORLD CLASS HANG-GLIDING AND PARAGLIDING

launch site at the Woodstock Tower



92%

of the county is zoned either
agriculture or conservation

This includes national forest. The vast majority of the county is undeveloped making it perfect for scenic drives and rural retreats.

Application Process and Timeline

Qualified applicants should submit a complete application, cover letter, and resume to:

Shenandoah County Human Resources
600 North Main Street, Suite 102
Woodstock, VA 22664
540-459-6287 (fax)
jobs@shenandoahcountyva.us

To read the full job description and/or to apply, please visit
www.shenandoahcountyva.gov/jobs

COMPENSATION & BENEFITS

Shenandoah County offers an excellent benefits package, including medical, vision, and dental insurance with employer contribution, participation in the Virginia Retirement System, optional 457(b), employer-paid group life insurance, vacation and sick leave, paid holidays, and continuing professional development and educational opportunities.

The Director of Public Utilities position is at-will, full-time with some evening and weekend commitments. The position is an FLSA-exempt position on Grade 126 of the County's Pay Plan. The full annual pay range for this position is \$81,392 to \$134,296. Actual pay will be commensurate with qualifications, experience, and internal equity.

The successful candidate must satisfactorily complete a background check.

The position is open until filled with a first review of applications on **Friday January 31, 2025.**

Shenandoah County is an Equal Opportunity Employer.



MEEM'S BOTTOM BRIDGE - ONE OF THE BEST-KNOWN COVERED BRIDGES IN VA

Spanning 204 feet across the Shenandoah River, Meem's Bottom is the longest covered bridge in Virginia and the last publicly maintained bridge that visitors can still drive through.



HORSEBACK RIDING

through the George
Washington National Forest



Application Process & Timeline

The complete position description and application are available online at www.shenandoahcountyva.gov or at the Shenandoah County Government Center located at 600 North Main Street, Suite 102, Woodstock, Virginia 22664. Qualified applicants should submit a complete application, cover letter, and resume to:

Shenandoah County Human Resources
600 North Main Street, Suite 102
Woodstock, Virginia 22664

540-459-6160
jobs@shenandoahcountyva.us

www.shenandoahcountyva.gov/jobs



Director of Public Utilities Position Description

Department: Public Utilities
Pay Grade: 126
FLSA Status: Exempt

JOB SUMMARY

The Director of Public Utilities leads difficult professional and intermediate administrative work planning, organizing, and directing the County's divisions involved in drinking water production & distribution, and sewer collection & treatment. This position does related work as required. Work is performed under the general direction of County Administrator. Supervision is exercised over all departmental personnel.

ESSENTIAL JOB FUNCTIONS

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. The County provides reasonable accommodations to enable individuals with disabilities to perform the primary functions herein described.

- Plans, organizes, directs, and coordinates activities of public utility (water/sewer) divisions and facilities.
- Researches, compiles, and analyzes data concerning current and future divisional needs; develops tactical and strategic information for use in decision making.
- Oversees, plans, reviews, and monitors divisions' permits to ensure compliance; ensures, through consultation with department and county personnel, effective and timely compliance with all government laws, regulations, guidance, requirements, and recommendations.
- Prepares department operating and capital budgets and monitors expenditures.
- Conducts field observations of projects and operations to ascertain status.
- Advises, assists, and collaborates with staff and others on complex assignments; facilitates decision making processes.
- Conducts studies and prepares plans and reports and makes presentations as needed.
- Coordinates with staff, consultants, legal counsel, and engineers concerning policies, procedures, purchases, and projects.
- Prepares and maintains a wide variety of reports and correspondence on department activities as requested.
- Submits a variety of local, state, and federal reports and documentation.
- Advocates for operational and ordinance changes to County Administration and/or Board of Supervisors.

Every duty associated with this position may not be described herein and employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were included in this job description.

- Receives citizen inquiries or complaints and dispatches available information recommending action.

ADDITIONAL DUTIES

- Performs additional duties to support operational requirements as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a bachelor's degree in Business Administration, Public Administration, Engineering, or related field and considerable experience in the operation and maintenance of public water and sewer utilities, including considerable supervisory experience. An equivalent combination of education and experience may be used to meet this requirement.

Licenses or Certifications:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Special Requirements:

Is available to respond to after-hour issues, when needed.

Knowledge, Skills and Abilities:

- Knowledge of standard office practices, procedures, equipment and techniques.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of the organization and functions of the department and of general administrative policies and practices.
- Knowledge of Microsoft Office suite of programs for the purposes of creating and formatting documents, graphs, presentations, databases and spreadsheets.
- Knowledge of current practices, methods and techniques in the operation of public drinking water delivery and sanitary engineering.
- Knowledge of public utility administration, planning, and design.
- Skill in communicating effectively both orally and in writing in a highly interactive team-oriented work environment.
- Ability to operate standard office and other work-related equipment.
- Ability to review and analyze plans and specifications.
- Ability to formulate and execute operational policies and procedures.
- Ability to prepare technical reports.
- Ability to direct the activities of a large operations staff.
- Ability to keep office records and to prepare accurate reports from file sources.
- Ability to perform and organize work independently.
- Ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor.
- Ability to establish and maintain effective working relationships with county officials, other public officials, contractors, consulting engineers, regulatory agencies and the general public.
- Ability to maintain regular and predictable attendance at work.

Every duty associated with this position may not be described herein and employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were included in this job description.

PHYSICAL DEMANDS

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, walking, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORK ENVIRONMENT

Work is performed in a relatively safe, and secure work environment. The worker is subject to inside and outside environmental conditions.

Shenandoah County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Shenandoah County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Every duty associated with this position may not be described herein and employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were included in this job description.