



# Prince George County, Virginia Utility Supervisor

<b>SALARY</b>	\$56,484.00 - \$90,374.00 Annually	<b>LOCATION</b>	County of Prince George, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	US092024
<b>DEPARTMENT</b>	Engineering/Utilities	<b>OPENING DATE</b>	09/17/2024
<b>CLOSING DATE</b>	Continuous		

## Essential Functions/Typical Tasks

Prince George County Department of Utilities is currently accepting qualified applications for the position of Utility Supervisor. This position will be responsible for supervisory and related duties involved in operating and maintaining utility infrastructure and related equipment and systems; supervising employees, performing related human resource functions; planning, training, coordinating daily activities of utility workers; planning, coordinating and supervising the installation, maintenance and repair of water and wastewater systems; and completing necessary paperwork.

For the complete job description, click [here \(Download PDF reader\)](#).

## Qualification Requirements

Thorough knowledge of Microsoft Word and Excel. Demonstrated proficiency using office computer to perform work duties. Ability to review and understand Utility record drawings; extensive knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines and equipment; extensive knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair and replacement of water and wastewater utility lines and equipment; thorough knowledge in the use of common hand and power tools; ability to operate utility construction equipment; ability to perform manual and semiskilled labor for extended periods, often under unfavorable conditions; ability to establish and maintain positive working relationships with customers, supervisor and coworkers. Thorough knowledge of practices, tools, equipment, and terminology used in the installation, maintenance and repair of water distribution and sewer collection systems; thorough knowledge of the operation, maintenance, and repair of pumps, motors, and other auxiliary equipment as they relate to water distribution and sanitary sewer systems; ability to operate utility construction equipment; ability to read, comprehend and interpret maps, plans and specifications of water and sewer lines and systems; ability to keep basic records and take measurements; ability to read, understand and record data from gauges, scales, and meters; ability to record figures accurately and to make simple calculations; ability to plan, layout and supervise the work of others; ability to secure cooperation from subordinates; ability to follow oral and written directions; ability to withstand heavy labor for extended periods; ability to meet and deal with the public effectively; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and asset software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position.

## Special Requirements

High school diploma or equivalent required with related water and wastewater utility experience required. Some previous experience in a supervisory position. Class IV Virginia Waterworks Operator license or higher is preferred upon hire. Any equivalent combination of education and experience and/or training sufficient to demonstrate the required knowledge, skills and abilities may be acceptable.

### Additional Information

Must have a commercial driver's license within 12 months of employment; may work beyond normal schedule; must wear uniform according to standards, including safety equipment. Possession of a valid license, appropriate for the vehicle to be operated and issued by the Virginia State Department of Motor Vehicles. Requires the ability to obtain and/or maintain the following: Class IV Virginia Waterworks Operator license (must obtain within 12 mos. of employment), OSHA 30 General Industry Certification (must obtain within 6 mos. of employment), Virginia State Flagging/Traffic Control certification (must obtain within 6 mos. of employment), Confined Space Awareness certification (must obtain within 6 mos. of employment), Trenching, Excavation, and Shoring Competent Person certification (must obtain within 12 mos. of employment), ABPA Cross-Connection Control Specialist certification (must obtain within 12 mos. of employment)

**To apply online visit our website at [www.princegeorgecountyva.gov](http://www.princegeorgecountyva.gov).** To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804)722-8669. EOE.

#### Agency

Prince George County, Virginia

#### Address

Prince George County  
6602 Courts Drive  
Prince George, Virginia, 23875

#### Phone

804.722.8669

#### Website

<http://www.princegeorgecountyva.gov/>

## Utility Supervisor Supplemental Questionnaire

### \*QUESTION 1

**How many years work experience do you have working in public utilities?**

- None
- 1-3 Years
- 4-6 Years
- More than 6 Years

### QUESTION 2

**Briefly describe your work experience repairing underground water/wastewater lines and repairing or maintaining pumps and motors, wells and tanks.**

### \*QUESTION 3

**How many years work experience do you have supervising skilled water and wastewater utility technical staff?**

- None
- 1-3 Years

- 4-6 Years
- More than 6 Years

**\*QUESTION 4**

**Do you possess a valid Virginia Commercial Driver's License (CDL)?**

- Yes
- No

**QUESTION 5**

**If you answered "Yes" to question number four, please indicate what class Virginia Commercial Driver's License you possess and any endorsements/restrictions.**

**\*QUESTION 6**

**Do you possess a valid Virginia Waterworks Operator License?**

- Yes
- No

**QUESTION 7**

**If you answered "Yes" to question number six, please provide your DPOR license number.**

\* Required Question