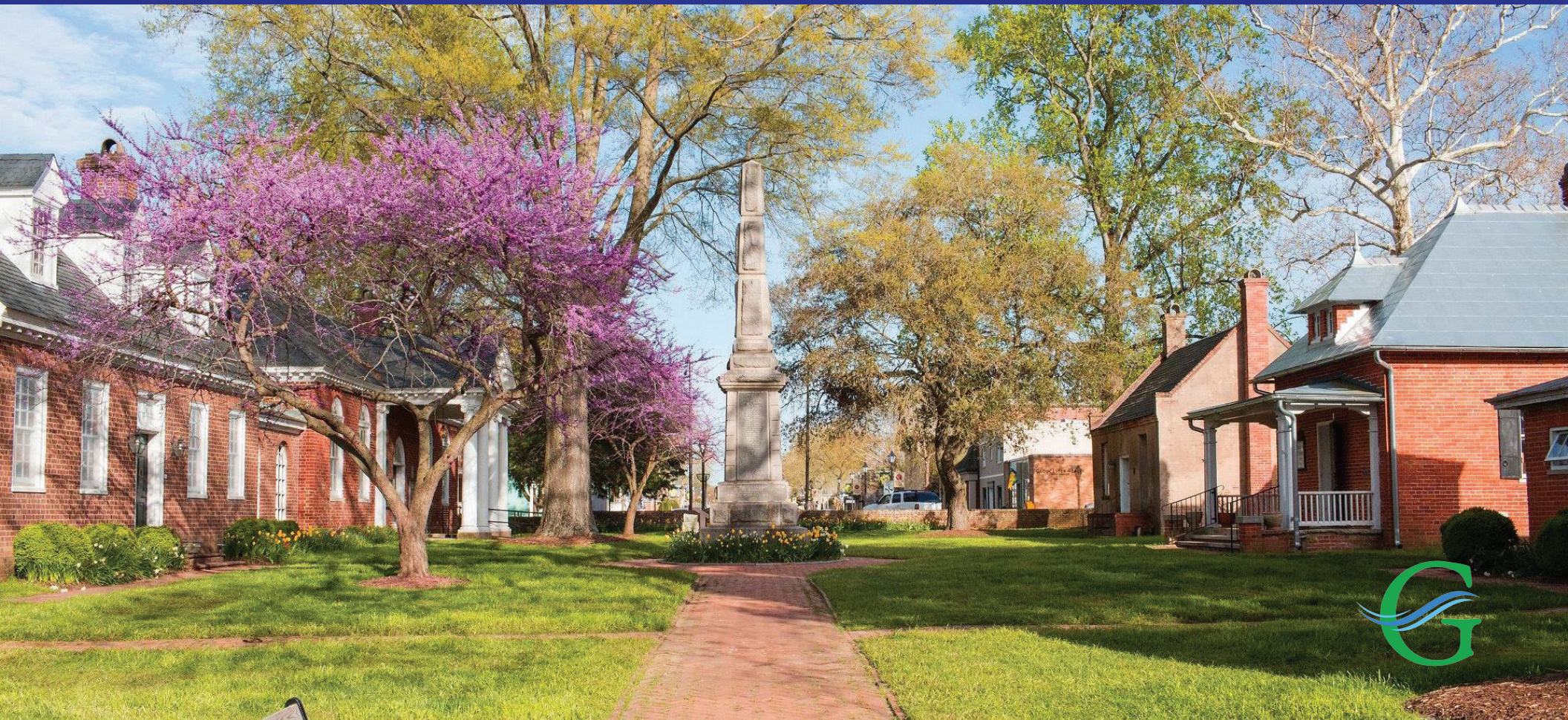


# DIRECTOR OF PUBLIC WORKS & UTILITIES

GLOUCESTER COUNTY, VA





"LAND OF THE LIFE WORTH LIVING"

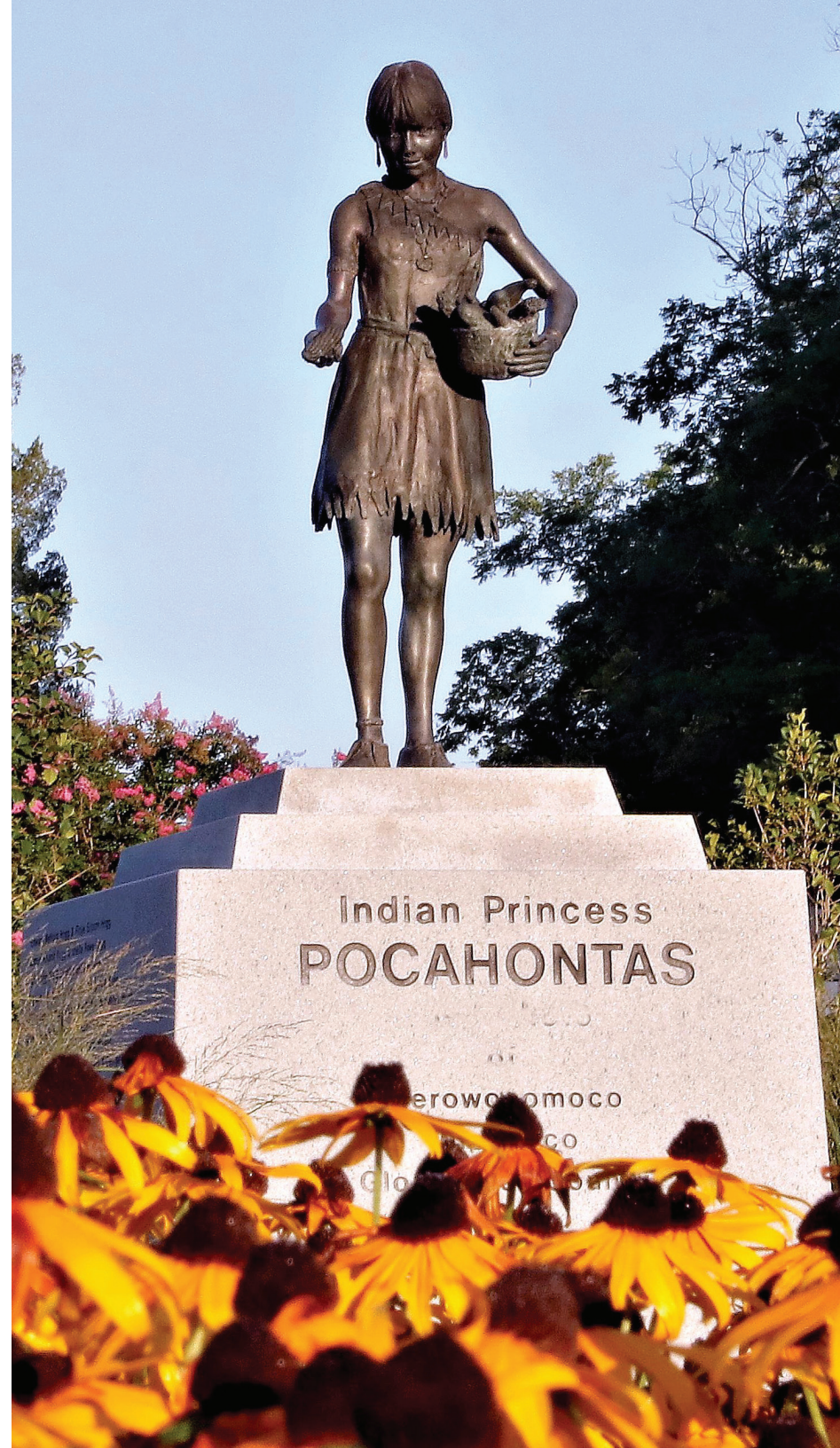
**GLOUCESTER COUNTY** is seeking an experienced professional to serve as the Director of Public Works & Utilities. This new position for the County will promote a good quality of life for the citizens in Gloucester County. The Director of Public Works & Utilities oversees engineering, utilities, and facilities maintenance. The position reports to the Deputy County Administrator.

This recruitment profile provides background information on the community, its government operations, and its aspirations. It also outlines the qualifications, experience and characteristics determined to be necessary and desirable for successful performance as the Director of Public Works & Utilities.

Qualified candidates are encouraged to submit an application directly through the County's website at <https://www.governmentjobs.com/careers/gloucester>. The position is open until filled.

Inquiries relating to the position may be directed to:

**Penny Reed, M.S., IPMA-SCP**  
Sr. Human Resources Analyst  
Phone: 804-693-5690  
Email: [preed@gloucesterva.info](mailto:preed@gloucesterva.info)



## COMMUNITY BACKGROUND

Gloucester County, Virginia, "The Land of the Life Worth Living," enjoys a diversity of suburban and rural characteristics with easy access to urban amenities in the largest metropolitan area between Washington, DC, and Atlanta. Its 218 square miles are bounded by nearly 500 miles of shoreline and offer an exceptional quality of life based on a combination of rural, small-town character and an abundance of natural, cultural, and historic resources.





## LOCATION

Located in the southeastern portion of Virginia's Middle Peninsula, the county is bounded on the south by the York River, on the north by the Piankatank River and on the east by Mobjack Bay. It is a part of the Virginia Beach-Norfolk-Newport News Metropolitan Statistical Area (MSA). Interstate 64 is four miles south of the County boundary. Richmond, the state capital, is 59 miles west and Washington, D.C. is 153 miles north. The Port of Hampton Roads is 45 miles south. Three international airports, Newport News-Williamsburg, Norfolk, and Richmond, with service by twelve major airlines, are within seventy-five miles of the center of the County.

## THE COMMUNITY

Gloucester County is perfect for the outdoor enthusiast, history lover, or those who love local shopping and flavor. Defined by hundreds of miles of Chesapeake Bay and York River shoreline, the county offers many recreational opportunities on both land and water. Boating, sailing, fishing, kayaking, and competitive rowing are all actively pursued. The "Gloucester Blueway's Water Trails" is the perfect way to enjoy tidal and estuarine waters from small hand-powered craft such as canoes and kayaks. Beaverdam Reservoir, and other County and state parks offer opportunities for picnicking, hiking, bike and horseback riding, fishing, boating, and nature watching. There are many public, private, and resort golf courses within a thirty-minute drive.

Open space abounds in national, state, and local parks and protected lands under the auspices of the Middle Peninsula Land Trust, the Virginia Outdoors Foundation, the Chesapeake Bay National Estuarine Research Reserve (CBNERR), and The Nature Conservancy.

Gloucester's historic richness can be found throughout the county from the Courthouse village to beautiful homesteads. The Gloucester Museum of History, built in 1770, was once a tavern used by travelers doing business at Gloucester Courthouse. Today, the museum is home to over 3,000 objects, ranging from archival documents and photographs to large antique agricultural tools that are vital to telling the rich and intricate history of Gloucester County. During Garden Week, Gloucester's many splendid homes, from Airville to White Hall, can be visited. Sitting on the bank of the York River are the magnificent ruins of historic Rosewell, one of the finest mansions built in the colonies. The site was donated to the Gloucester Historical Society in 1979 and is managed by a foundation to study and preserve for future generations.

Gloucester County's proximity to Williamsburg, Jamestown, and Yorktown enables residents as well as visitors to savor the historic richness of the area. Cultural activities can be pursued throughout the region. The Chrysler Museum of Art in Norfolk and the Virginia Museum of Fine Arts in Richmond are easily accessible. Theater productions are held at both museums. The Virginia Symphony and the Virginia Opera regularly perform in the region. Area colleges and universities sponsor concerts, plays, dance performances, and lecture series that are open to the public.



## County Government

Gloucester County provides a range of services to the citizens and businesses of the county including public safety, animal control, social services, community planning, building inspections, emergency management and mitigation, library services, parks and recreation facilities and programs, water and sewer utilities, and environmental programs. County roads are maintained by the Virginia Department of Transportation.

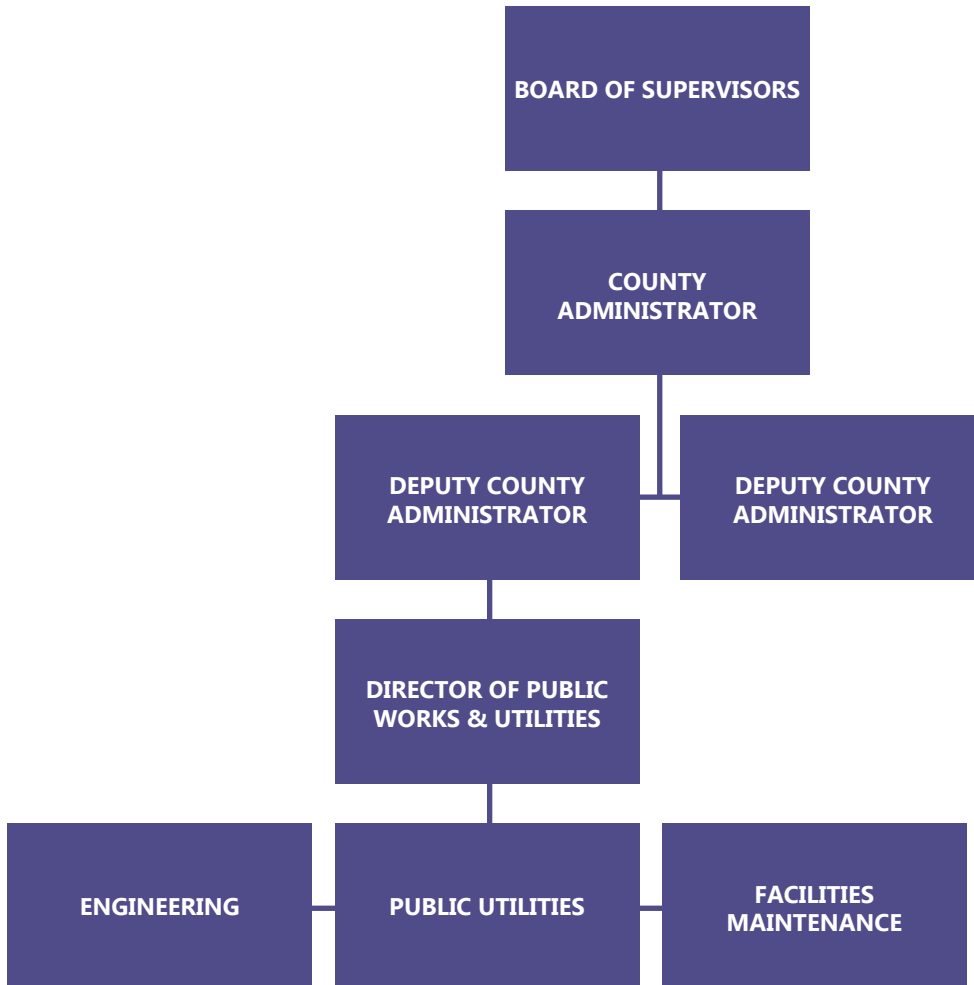
Gloucester County operates under the traditional, or County Administrator/Board of Supervisors, form of government (as defined under Virginia law). The County is governed by a seven-member Board of Supervisors who are elected to four-year terms, with elections staggered at two-year intervals. The next election is in 2025. Five members represent magisterial districts and two are elected at-large. Board members annually select a Chair and Vice-Chair to serve a one-year term. The Board is the legislative policy making body for the County government. It enacts ordinances, adopts the annual budget, appropriates funds, sets tax rates, establishes policies, and adopts plans for County growth and development.

Gloucester County has approximately 400 FTE employees, including constitutional officers, and a FY24 adopted budget of approximately \$217 million, including \$44.4 million for General Government, \$75.2 million for School Operations, \$6.8 million for Utilities, \$7.4 million for Debt Service, and \$13 million for Capital Projects. The County has comprehensive financial policies adopted by the Board of Supervisors and is financially sound with a healthy fund balance.



## Public Works & Utilities Department

The Public Works & Utilities Department consists of three divisions: engineering, public utilities, and facilities management.



### ENGINEERING

Engineering (3 FTE) serves as a technical resource supporting the Board of Supervisors' vision. Many of the division's duties include service for other departments or coordination with other departments. Engineering manages projects and serves as technical support for a variety of programs. Engineering manages the Engineering, Public Safety Radio and Landfill budget units. The division manages and operates the following programs:

- Capital Project Planning and Delivery
- Engineering Support Services
- Local Oversight of Landfills and Convenience Centers
- Public Service Radio System Administration
- Hazard Mitigation Administration (FEMA Residential Elevation)
- Security Support Services (Keys, Card-Access Badges and software control)
- Floodplain Administration
- Community Rating System Administration
- Public Services (Facility Use, No Wake and Misc. Services)
- Debris Management

### PUBLIC UTILITIES

Public Utilities (28 FTE) provides potable water and sewer service to support existing and future development in the County. The division provides potable water to almost 5,054 accounts (10,000+ people) and sewer service to over 1,700 accounts (4,400+ people) in the county. Gloucester County discharges sewage to the Hampton Roads Sanitation District (HRSD) which provides conveyance and treatment of wastewater from Gloucester.

### FACILITIES MAINTENANCE

Facilities Management (24.5 FTE) is responsible for maintenance, general repairs, groundskeeping, and custodial care of County and School properties. The division provides maintenance and inspection services on County vehicles and equipment as well as furnish seasonal mosquito control in Mosquito Control Districts. Staff are skilled in automotive & equipment repair, carpentry, landscaping, HVAC, masonry, mosquito control, painting, plumbing, and sign making. Staff performs interior building renovations and completes small construction projects. Generally, the division provides services to internal customers from other county departments providing a productive work environment for their missions. The division is also responsible for communication and interaction with management companies for leased space to coordinate maintenance required by the lease agreements.

## The Position

The new Director of Public Works & Utilities will provide continuity of service across the engineering, utilities, and facilities maintenance divisions. This position for the County will promote a good quality of life for the citizens in Gloucester County. The Director of Public Works & Utilities will be expected to project budgetary needs for each division and capital improvement plans annually. When interacting with public officials, developers, contractors, and the general public, the Director of Public Works & Utilities must exercise tact and courtesy.

The County has identified current priorities, issues, and opportunities for the new Director to work on, including the following:

- Provide strong leadership and management of the Public Works & Utilities department and its divisions.
- Ability to work across departmental lines to be a team player in the best interest of the organization and citizens of Gloucester County.
- Support the development of the County's largest subdivision of townhouses and homes.
- Actively oversee public utilities' new 10-year plan for capital spending.
- Integrate customer service into day-to-day operations.
- Use technology to improve customer information.
- Oversee the utilities funding and rates to match the capital work requests.







## Qualifications, Education & Experience

The following education and experience factors are the desired qualifications for successful performance:

- Bachelor's degree in public administration, engineering, architecture, or a related field. Master's degree is preferred.
- Six to nine years of progressively responsible public works or civil engineering experience for a municipality or similar public sector organization. Three years of experience at an executive level preferred.
- Registered as a Professional Engineer (PE) is preferred.
- Possession of a valid Virginia driver's license and a satisfactory driving history.
- Possession of Water Treatment Plant Operators certification is preferred.



## Personal Traits & Desired Characteristics

- Absolute integrity, ensuring ethical, equitable, honest, fair, and open interactions with elected and appointed officials, county leadership, employees, and community organizations and members.
- A sound decision maker, open to input from stakeholders, exhibiting sound judgment, and decisive when appropriate.
- Open to different ways of thinking and new approaches while respecting the culture of the organization and the community.
- A project manager, leader, and mentor for employees; a positive attitude; able to build a competent staff team and to delegate responsibility.
- Forward-thinking.
- Visionary with experience in developing a shared focus with staff, citizens, and businesses.
- Willing to consider diverse views and opinions.
- Skilled in managing, controlling, and evaluating long term projects.
- Able to communicate complex information in a manner that can be easily understood across the organization.
- Interpret complex documents, and decipher state, county, and federal regulations.
- Experienced in demonstrating effective leadership and encouraging high morale among employees.
- Cooperative and courteous and project a positive image.
- Professionally competent and strategic thinker who is confident in their job knowledge and able to adapt to changing priorities and navigate a sophisticated environment.
- Practical problem solver and decision maker who is customer focused.





## Compensation & Benefits

Compensation for the Director of Public Works & Utilities is dependent upon qualifications and experience within a starting range of \$115,00 – \$130,000 annually. The successful candidate will be provided the County's benefits package including participation in the Virginia Retirement System (VRS), health/dental/vision insurance, paid holidays and leave benefit, professional development support, Group Life Insurance, 457 deferred compensation, flexible spending accounts, health savings account, fitness discounts and other benefits provided for all County employees.

Visit the County's website to learn more: <https://gloucesterva.gov/human-resources#benefits>

## Application Process

This position is open until filled. Timely submittal will ensure the most advantageous review. Highly qualified candidates may be invited to interview at any time. To be considered, submit an application directly through the County's website at <https://www.governmentjobs.com/careers/gloucester>. Questions may be directed to:

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