



CHARLES COUNTY GOVERNMENT
invites applications for the position of:

Deputy Director of Public Works/Utilities

SALARY: \$90,558.00 - \$145,326.00 Annually

OPENING DATE: 04/01/19

CLOSING DATE: Continuous

SUMMARY:

THIS POSITION IS OPEN UNTIL FILLED WITH A BEST CONSIDERATION DATE OF: APRIL 22, 2019

Performs executive management work in assisting in the direction of the county's Public Works – Utilities Divisions. Position assists the Director of Public Works with managing the administration and financial functions of the Utilities Divisions, including management of the County's Capital Improvement Programs. The work involves budget development, administration and management of Utilities programs, interagency liaison, planning, organizing and directing the Technical Support, Operations Support, Operations & Maintenance, and Capital Improvement Program Divisions. Work is performed under broad administrative direction, with the employee responsible for determining work plans, methods and procedures, and guiding divisional activities to achieve required goals and objectives.

ESSENTIAL JOB FUNCTIONS:

Performs complex analyses of, and develops recommendations to the Director, to assist in the management of the division's functions.

Works with Division Chiefs to plan, direct, control and coordinate diverse work programs involved in managing the divisions. Assists the Director in establishing and monitoring controls to evaluate performance in meeting program and county objectives.

Assists the Director in the management of positions and personnel to make best use of employees; selects employees and develops their capabilities; advises Division Chiefs and supervisors regarding counseling employees and administering discipline; handles human resource matters in accordance with agency policy and procedures.

Assists with the development and management of emergency plans and events, involving water and wastewater treatment systems and utilities. Helps to oversee, manage and direct emergency response services.

Coordinates with the Director and Division Chiefs to ensure compliance with all county,

state and federal policies, rules, regulations and laws applicable to the operation of the Department of Public Works – Utilities Divisions.

Evaluates Public Works – Utilities programs and services to insure the goals and objectives of the elected officials, county, and department are being met and make recommendations to the Director regarding necessary changes to stay on course, with little or no disruption to the customer.

Reviews, edits or recommends changes to and approves divisional presentations, reports, project statuses, activity reports, and correspondence in the delivery of Public Works – Utilities services.

Works with other County departments and external organizations to coordinate plans and schedules; takes appropriate actions to maintain effective coordination in the event of delays and other problems; assist with coordinating Capital Improvement Project schedules between the Utilities divisions and other county departments to meet timelines and budget schedules.

Maintains liaison with other governmental agencies, community groups, customers, and citizens on matters pertaining to the administration and management of the Public Works – Utilities divisions. Communicates understanding and support of organization goals and programs; interacts effectively with individuals and groups at all levels; maintains ties with external organizations; keeps all interested and involved parties informed of matters requiring their attention.

Capital Improvement Programs (CIP) including, but are not limited to buildings, storm water management, roads, as well as water and wastewater projects.

Provides reports and/or presentations to the County Administrator and Board of Commissioners on various programs, projects, as well as CIP and Enterprise Budgets as directed.

Plans and implements computer systems that provide for efficient and effective planning, tracking, and reporting on the various aspects of Utilities, including, but not limited to preventive maintenance actions, repair actions, capital improvement projects, lab services, customer service calls, as well as water and wastewater line maintenance and repair.

Other Duties

Performs duties of Director of the Department of Public Works for the Utilities Divisions in the absence of the Director, or as assigned and determined by the Director of Public Works.

Performs related work as required.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledges, Skills and Abilities (These are pre-employment KSAs that apply only to Essential Job Functions.)

Knowledge of--

- Principles and practices of utilities and water and sewer management, as applied to the responsibilities of the department.
- Project management and/or construction management techniques, principles, and practices.
- Administrative practices and procedures as applied to the operations of a large and diverse utilities management department, including water and sewer management and capital improvement projects.
- Management principles and practices as applied to budgeting, personnel, purchasing and related operations.
- Effective techniques of supervision.
- Computer systems utilization to ensure managerial efficiency and effectiveness of water, wastewater plant, SCADA, and project management.

Ability to--

- Plan, organize and direct the delivery of services and operations of the County water, sewer, and utility systems.
- Plan, organize, and direct the completion and delivery of various types of Capital Improvement Projects as related to water/wastewater, buildings, roads, and storm water management systems.
- Provide advice, estimates, projections, options and proposals to Public Director, Board of County Commissioners, County Administrator, staff.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with others encountered in the work.
- Direct the work of professional, technical and support staffs.

Required Qualifications (Note: Any acceptable combination of education, training and experience that provides the above knowledges, abilities and skills may be substituted on a full-time year for year basis.)

Training and/or Education

Master's degree in business management or related field.

Experience

Six years of progressively responsible experience in water and sewer or utility management that included supervision of a major program area and/or supervision of employees.

Licenses or Certificates

Valid driver's license.

Project Management Professional (PMP) certification preferred.

Special Requirements

None

ADDITIONAL INFORMATION:

Physical Demands

The work is mostly sedentary with periods of light physical activity, and is performed in office surroundings. Typical positions require workers to walk or stand for long periods; lift and carry up to 20 pounds; climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally and to use normal or aided vision and hearing.

Unusual Demands

Employee is subject to work beyond the normal scheduled hours of work.

FLSA Status

Exempt

Reports to

Director of Public Works

Supervises

Chief – Technical Support, Chief – Operations & Maintenance, Chief – Capital Services, Chief – Operations Support, Manager – Financial Services, and Management Support Specialist

Revised 6/2018

Grade 19

5310 Hawthorne Rd.
La Plata, MD 20646

Position #2019-00311
DEPUTY DIRECTOR OF PUBLIC WORKS/UTILITIES
SH

dhrr@charlescountymd.gov

Deputy Director of Public Works/Utilities Supplemental Questionnaire

- * 1. How many years of experience do you have relevant to this position?

- * 2. The position you are applying for requires an acceptable driving record. The Charles County Government employee driving policy states that employees will be considered to have an acceptable driving record if ALL of the following statements are true: - I have 2 or fewer moving violations in the last 3 years. - I do not have a suspended or revoked license. - I do not have a motor vehicle conviction of plea of Nolo Contendere involving the use of alcohol, illegal drugs, refusal to take an alcohol test, misuse of legal, over the counter medications, or the acceptable of Probation Before Judgement (PBJ) for any of these violations. According to these guidelines, do you have an acceptable driving record?
 Yes No

* Required Question