



## Gloucester County Job Description

**POSITION:** Assistant Director of Utilities  
**DEPARTMENT:** Utilities  
**JOB CODE:** 249  
**FLSA:** Exempt

**GENERAL STATEMENT OF JOB:** Under general direction, performs complex professional, technical, administrative, and supervisory work related to the operation, expansion, and planning of the County's water transmission, storage, and distribution systems as well as the County's wastewater collection, pumping and transmission systems. Responsible for programming the maintenance and improvement of the County's water supply reservoir and water treatment plants (surface water and reverse osmosis). Working within broad policy and organizational guidelines, independently plans and implements projects and reports progress of major activities through periodic meetings with supervisor. Employee must exercise initiative, independent judgment, tact, and courtesy in the performance of job duties. Reports to the Director of Utilities.

### ESSENTIAL JOB FUNCTIONS:

1. Serves as project manager/project engineer for department projects affecting water supply, treatment, transmission, storage, and distribution systems; interacts with and coordinates work of consulting engineers, developers and contractors.
2. Serves as project manager/project engineer for department projects affecting wastewater collection, pumping and transmission systems; interacts with and coordinates work of consulting engineers, developers and contractors.
3. Assists Director of Utilities in day-to-day operations by ensuring regulatory reports, technical reports, other documents, and letters are prepared as needed to develop and present reports and matters to regulatory agencies, the Board of Supervisors, County Administration, and the general public as required.
4. Assists Director of Utilities with regulatory efforts and initiatives for compliance with applicable federal and state regulatory and performance standards by ensuring the daily operations of the water and wastewater systems are compliant with water quality standards prescribed by the Virginia Departments of Health, Environmental Quality, and Conservation and Recreation and the US Environmental Protection Agency.
5. Reviews the Water Plant maintenance/repair/replacement (FMRR) projects requested by the Water Plant Manager.
6. Recommends hiring, promotion, transfer, discipline, termination, etc.; reviews and evaluates requests for training to ensure all plant staff receive needed recurrent training as well as training needed for professional development; resolves problems as non-routine situations arise.
7. Oversees the establishment and management of a preventive maintenance plan for the County's water supply and wastewater systems.
8. Reviews and approves development and other technical plans and specifications for water and wastewater system expansion and improvement for compliance with comprehensive plans and local/state/federal regulations.
9. Develops Standard Operating Procedures and Policies for consideration of Director of Utilities and County Administration.
10. Assists Director of Utilities in development of annual budget for operating expenses by tracking and monitoring costs associated with operation of the water and wastewater systems to create data-driven budget requests.

11. Maintains and organizes Public Utility network files and data. Develops, manages and updates computerized water and sewer models.
12. Assists Director of Utilities in developing Capital Improvement Program (CIP) and Facility Maintenance/Repair/Replacement (FMRR) Plans for the water and wastewater systems to meet changing regulatory requirements and system operating conditions by identifying/recommending upgrades, modifications, or improvements to equipment and facilities. Plans and implements approved activities within normal budgetary procedures.
13. Provides tours of water and wastewater facilities to various groups.
14. Serves as Director of Utilities when designated in the absence of the Director of Utilities.
15. Performs other duties as assigned.

### **EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All Gloucester 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. (Please see Gloucester County Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.)

### **JOB LOCATION AND CONDITIONS:**

Duties are performed indoors in an office environment and at assigned County location outdoors in all types of weather conditions.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Broad knowledge of civil engineering and computer modeling as it pertains to water and wastewater systems.

Broad knowledge of all federal, state and local regulations about the operation and maintenance of a municipal water system and wastewater collection systems.

Broad knowledge of the principles of plumbing and hydraulics as related to water systems. Has considerable knowledge of the occupational hazards and safety precautions of utilities work.

Broad knowledge of the current literature, trends and development in the field of utilities operations and administration.

General knowledge of the operating principles and practices, and maintenance requirements of water systems, and plant equipment and machinery utilized in water supply and treatment operations.

General knowledge of the engineering, chemical and bacteriological principles and practices related to large-scale water supply and treatment operations.

General knowledge and experience with ARC-GIS and CAD programs and applications.

General knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Access, Power Point, Word, and Excel; specialized programs and the internet.

Ability to prepare correspondence, reports, forms, budgets, studies, construction estimates, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Ability to establish and maintain effective working relationship with municipal and Federal/State officials, developers, and contractors and as otherwise necessitated by work assignments.

Ability to speak before groups of people with poise, voice control, and confidence.

Ability to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, accounting, mechanical, and electrical terminology.

Ability to "catch on" or understand instructions and underlying principles; to reason and make judgments; to understand and follow oral and written instructions; to make decisions in accordance with established procedures and policies; to guide and/or give instructions.

Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

Ability to perform arithmetic operations; to perform accurate calculations related to hydraulic flow modeling and system analysis.

Ability to comprehend forms in space and understand relations of plane and solid objects.

Ability to perceive or comprehend by the sense of sight, discriminate between colors (color perception), and determine distance relationship between objects (depth perception).

**EDUCATION AND EXPERIENCE:**

Possession of a Bachelor's degree in civil engineering, or related field.

Minimum of five (5) years of progressively responsible work experience dealing with municipal water systems, maintenance, and construction.

Minimum of three (3) years of supervisory experience.

Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

**NECESSARY SPECIAL QUALIFICATIONS:**

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

Possession of Virginia Professional Engineer (PE) license or ability to obtain a Virginia Professional Engineer (PE) license within six (6) months from date of hire.

**PHYSICAL REQUIREMENTS:**

<b>C</b> = Continuous – over 6 hours a day <b>F</b> = Frequent – between 3 and 6 hours a day	<b>O</b> = Occasional – less than 3 hours a day <b>I</b> = Intermittent–several times a week/month	<b>P</b> = Periodic – several times a year <b>N/A</b> = Not applicable to position
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LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes (driver's lic. requirement)	<input checked="" type="checkbox"/>

