



Fluvanna County, Virginia  
Department of Administration  
Job Description

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**Assistant Public Works Director/Project Manager - # 3680**

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**FLSA Status:** Exempt  
**Pay Grade:** 18  
**Job Title ID:** Assistant Public Works Director/Project Manager  
**Reports To:** Director of Public Works / County Engineer

**Summary:**

The Public Works Department employs professional, skilled labor, and general labor positions in the following functional areas: Water and Wastewater; Irrigation; Roads; Solid Waste and Recycling; Building and Grounds Maintenance; Custodial Services; and Project Management.

Under general supervision of the Public Works Director, the Assistant Director performs Project Management duties and will provide direction, management, and oversight to the Building and Grounds Maintenance and Custodial Service areas, as well as small tenant improvement and remodel projects. Responsible for preparing written and verbal technical reports to the Public Works Director and external agencies, as required. The successful candidate will also assist the Department Director in general oversight of the entire Department by assisting with personnel issues, budgeting, long range planning, development of strategic initiatives, and representation on various boards and committees. May be called to respond for emergency situations, including weather and other building emergencies.

**Essential Functions:**

**Tasks:**

1. Oversees, manages, and supervises day-to-day operations and maintenance of building systems, custodial, and grounds, and project management and construction of facility improvements. Acts on behalf of the Public Works Director by assignment or delegation in the director's absence.
2. Assists in the design and coordination of complex public works projects; provides technical assistance as required. Conducts short and long-range facilities management planning and identifies specific space and equipment needs to support future requirements. Establishes schedules for all projects and work requests; monitors work progress. Implements and maintains a comprehensive energy conservation and safety program.
3. Establishes performance standards for facility preventative and regular maintenance activities including response times to work requests, time to completion, and work quality. Develops and oversees programs to measure performance and manage and track facilities maintenance issues. Works with assigned supervisors to evaluate effectiveness of standards and work methods, and takes necessary corrective action for improvements. Conducts periodic site visits to evaluate work quality to ensure compliance with applicable safety guidelines, building codes, and federal, state, and county regulations.
4. Establishes systems to identify, track and maintain status records on Community facilities in need of maintenance, remodeling, renovation, and repairs. Ensures availability of necessary budget, supplies, personnel, and equipment to support facility improvement projects, maintenance, repairs and custodial services. Creates and maintains technical specifications for the purchase of goods and services related to facilities maintenance and repair.

5. Provides leadership and training to assigned staff; plans, prioritizes, assigns, coordinates, schedules and reviews work of staff. Evaluates work of subordinates and conducts performance appraisals in a timely manner. Develops standard procedures to guide subordinates in their areas of responsibility. Assists in maintaining department-level employee records. Responds to staff questions regarding assignments. Oversees preparation, accuracy, and timely submittal of staff work time via time keeping system. Monitors staff effectiveness and recognizes achievements as well as corrects deficiencies in performance.
6. Assists in the preparation, coordination and control of the operating and capital improvement budgets for the Department. Monitors annual facilities modification/maintenance budgets to ensure that spending remains within established parameters. Accounts for and oversees all payment of funds to vendors, consultants, contractors, and sub-contractors used in completing work projects. Coordinates and contracts outside skilled labor when needs cannot be met with in-house staff in order to maintain project budgets and meet project deadlines.
7. Reviews plans and specifications and makes facilities management recommendations for operations, maintenance and upkeep of new facilities and major engineering projects prior to and during construction. Assists the Public Works Director in the contract preparation and negotiations with outside contractors and consultants on the design and construction of improvement projects.
8. Coordinates Facilities Management activities with various committees, commissions, public utilities agencies, and other appropriate governmental organizations. Provides staff support to appropriate committees and commissions, as directed by the Public Works Director.
9. Analyze and assist in designing and developing departmental work processes, operations, and construction project approaches to continuously address effective and efficient service delivery.
10. Develop, recommend, revise, and enforce organizational and departmental standard operating procedures including County policies, and safety rules and regulations.
11. Participate and make recommendations in personnel matters including, but not limited to, interviewing and selecting employees, appraising productivity and efficiency of employees, reviewing performance evaluations completed by division managers for their subordinates and offering advice and assistance when necessary; and handling employee complaints.
12. Coordinate with the Finance Department to maintain a competitive purchasing process.
13. Provide ongoing administration and oversight of various County contracts and agreements for which the Department is responsible.
14. Assist with the development, implementation, administration and enforcement of departmental emergency operation, policies, and procedures.
15. Administer a comprehensive program of required and discretionary safety and skills enhancement and professional development training and other related activities.
16. Performs other job related duties as assigned to maintain and enhance departmental and agency operations

**Required Knowledge, Skills and Abilities:**

### Knowledge of:

- Trends, development issues, and theories of technical project management to include project management programs, software, delivery systems and reporting processes;
- Design and construction processes and techniques used by architectural and engineering firms;
- Material and techniques of construction projects;
- Government planning process;
- Management practices;
- Math and surveying methods;
- Principles and practices of engineering and/or utility operations;
- Principles and practices of program development and administration;
- Office procedures, methods, and equipment including computers and applicable software applications;
- Principles and practices of municipal budget preparation and administration;
- Principles of supervision, training and performance evaluation;
- Modern office procedures, methods and equipment including computers;
- Pertinent federal, state and local laws, codes and regulations.

### Skills:

- Project and Program Management;
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times;
- Leading teams and facilitating groups;
- Analyze problems, identify alternative solutions, predict consequences of proposed actions and implement recommendations in support of goals;
- Managing one's own time and the time of others.

### Abilities:

- To select qualified design professionals;
- To manage construction to deliver the project from planning, through bidding, construction and close out on time and on budget;
- To supervise supervisory and line staff;
- To communicate effectively, both orally and in writing;
- To establish and maintain effective working relationships with employees, department heads, County officials, and representatives from the private sector or other jurisdictions, and the public;
- To oversee, direct and coordinate the work of lower level staff;
- To select, supervise, train and evaluate staff;
- To participate in the development and administration of department goals, objectives and procedures;
- To interpret and apply federal, state and local policies, laws and regulations;
- To prepare clear and concise administrative and project reports;
- To communicate clearly and concisely, both orally and in writing;
- To establish and maintain effective working relationships with those contacted in the course of work.

### Education/Training:

Education, training and/or work experience equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, public administration, business administration or a related field.

**Experience:**

Five years of increasingly responsible public works experience including two years of administrative and supervisory responsibility.

Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.

**Working Conditions and Physical Requirements:**

- Required to carry a cell phone and subject to recall at any time during an emergency and may be required to work long hours without normal days off.
- Must be able to travel in personal or assigned vehicle to emergency scenes, meetings, or public events in order to complete office assignments.
- Must be able to respond independently or as directed at odd hours and for extended periods of time during emergencies.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Ability to work indoors/outdoors under adverse conditions for an extended period of time in the event of an emergency.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.

**Post Offer Requirements:**

- Background check
- Possession of a valid driver’s license in the Commonwealth of Virginia

<b>Recommended by:</b>		<b>Approved as to form:</b>		<b>Approved:</b>	
J. Wayne Stephens	3/20/13		3/22/13		3/22/13
Department Head	Date	Human Resources Manager	Date	County Administrator	Date

Approved by Board of Supervisors on \_\_\_\_\_ April 3, 2013 \_\_\_\_\_