

## **Background and Application Instructions for the Deputy Town Manager for Public Works**

This is to provide a summary on the Town of Amherst's plan and procedure for hiring the position noted above and to issue a standard set of application instructions to all interested individuals.

The individual selected for this position will be expected to manage all of the Town's public works operations. Significant elements of this are the water plant, sewer plant, water and sewer line maintenance and construction, construction inspection and construction management. The department has ten authorized full-time positions that is complemented by part-time employees, contractors and consultants and support from Town staff in other departments. As such, organization of work programs and schedules, sponsoring the Town's safety program, preparation of reports, policies, procedures and written plans and other administrative tasks would be core duties. The position would be expected to train in order to fill in for the Town Manager.

A position description is attached but the selected individual will be expected to be a self-starter, able to work on his or her own with minimal guidance or support in ambiguous situations after three months of on the job training. This position is exempt from overtime and infrequent evening and weekend hours would be expected.

Applicants are required to be a high school graduate and possess a valid driver's license. The ideal candidate will have a relevant college degree, a strong record of office and administrative work in a responsible role, well above average writing skills and good experience with Word and Excel as well as a familiarity with the rules and programs associated with local government. The Town will give preference to applicants that have good people skills and knowledge of the history of the Town.

Benefits include employer paid health insurance (employee only), vacation/holiday leave time, VRS retirement plan, cell phone reimbursement and a take-home truck if the employee's residence is within two miles of the corporate limits of the Town of Amherst. The hiring rate will depend upon the qualifications of the individual selected for an offer of employment.

**Applicants are to fully complete a Town of Amherst application form that is available on the Town's web site at [www.amherstva.gov](http://www.amherstva.gov) and return it to the Town Hall at P.O. Box 280; Amherst, VA 24521. A resume will not be considered an acceptable substitute for this application. General inquiries via telephone or in person are discouraged.**

Applications will be reviewed on the basis of apparent qualifications. Screening interviews will be scheduled as applications are received with consideration of all applications received up until the position is filled. Applicants will be subject to background investigation and drug testing prior to hire.

**The employment application form can be downloaded from :**

<http://amherstva.gov/departments/forms-files-downloads/>

### **Deputy Town Manager for Public Works**

The Town of Amherst is accepting applications for this full-time position that will lead the Town's water and sewer utility services. Benefits include VRS retirement and employer-paid health insurance. Compensation will depend upon qualifications but the anticipated starting pay rate will be \$63,026/yr. Individuals with experience in construction, public administration and/or water and sewer system operation are encouraged to apply before November 11, 2016. Information on the Town, this position and application procedures can be found at [www.amherstva.gov](http://www.amherstva.gov). EOE

# Deputy Town Manager for Public Works

Department: Public Utilities

FLSA Status: Exempt

## General Definition of Work

Performs complex administrative work planning, organizing and directing the maintenance and operation of water treatment and wastewater treatment plants, coordinating work with other departments and the Town Manager, maintaining records and files, preparing reports, assisting the Town Manager with budget preparations, policies, research efforts, special projects, other administrative activities and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Town Manager. Departmental supervision is exercised over all personnel within the department.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

- Recruits and recommends hiring of department personnel; coaches, trains, counsels, assigns, schedules directs and evaluates the work of subordinates; evaluates staff performance; and recommends rewards, transfers, promotions, discipline, suspensions, demotions and terminations of subordinates.
- Plans, organizes and directs the operation, maintenance, construction, inspection and repair of the Town all facilities such as the water and wastewater collection and distribution systems.
- Makes field inspections of public utilities operations and projects to ascertain status.
- Reviews, approves and forwards purchase requisitions to the Office Manager's office for processing.
- Receives citizen inquiries or complaints and handles appropriately.
- Reviews plans and specifications for utilities projects and inspects work for compliance.
- Serves on State, Federal, regional and local boards and committees.
- Develops and provides informational materials to the public to keep them informed about water and wastewater.
- Prepares department operating and capital budgets; monitors expenditures.
- Makes presentations to local civic groups as requested by the Town Manager.
- Trains in all areas of town management to be able to serve as Acting Town Manager when the Town Manager is unavailable for duty.
- Performs subordinate personnel duties as needed.
- Assists other departments as needed.

## Knowledge, Skills and Abilities

- Thorough knowledge of public works and utility system operations, maintenance and repair requirements
- Thorough knowledge of management practices as applied to the management of a public utility system
- Thorough knowledge of applicable State and Federal rules and regulations
- Thorough knowledge of preparing a variety of reports, and other documents
- Thorough knowledge of and ability to operate personal computer and associated hardware, software and peripherals
- Thorough knowledge of methods, techniques, tools and equipment used to install, repair and maintain water mains and service lines
- Thorough knowledge of the occupational hazards and necessary safety precautions of the work
- Ability to plan, assign and supervise the work of others;
- Ability to communicate ideas effectively in both oral and written formats
- Comprehensive knowledge of public management and organization is required
- Ability to make arithmetic computations using whole numbers, fractions and decimals

## Deputy Town Manager for Public Works

- Ability to compute rates, ratios and percentages
- Ability to understand and apply governmental accounting practices in maintenance of financial records
- Ability to establish and maintain effective working relationships with associates, utility representatives, consultants, engineers, contractors, developers, civic and business leaders, Town Council and committee members, local and State entities and agencies and the general public.

### Education and Experience

Associates degree in engineering or technical arts, and at least 10 years of experience in water and wastewater operations, distribution and wastewater collection systems, or construction management or equivalent combination of education and experience. Possession of a high school diploma is required.

### Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

### Special Requirements

Ability to obtain a Virginia Class II Water Operator license and a Virginia Class II Wastewater Operator license within five years of hire.

Valid driver's license in the Commonwealth of Virginia, or ability to obtain within 30 days of hire.

*Draft 161007*