

Title: Director of Public Works (County Engineer)
Department: Public Works
Division/Office: N/A



Grade 2134; FLSA Exempt position; Category: Classified; Job Code: DPUW; Rev.:07/01/2021

General Description

The purpose of this position is to perform executive level responsibilities in the administration and operation of the Department of Public Works, which includes an Engineering Division with industrial pretreatment duties and a Wastewater Facilities Division; performs all responsibilities of County Engineer.

This position develops and implements public works programs within organizational policies, County Ordinances, and Delaware Code. The Director of Public Works is hired by, reports to, and is evaluated by the County Administrator

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Provides high-level management and professional engineering work involving the design, scheduling, construction, operation, and maintenance of various capital, wastewater, sewer line and related projects.
- Represents the County on matters relating to public works issues under the general policy direction of the County Administrator.
- Provides leadership and direction in the development of short- and long-range plans/projects and department budgets.
- Provides technical and administrative support to staff.
- Coordinates activities with other departments, agencies and municipalities as required.
- Monitors the administration and enforcement of sewer code.
- Communicates official plans, policies and procedures to staff and the general public.
- Prepares annual budget and approves expenditures in compliance with approved budget.
- Monitors progress on public works projects and other capital improvements.
- Directs assistance during countywide emergencies such as hurricanes and floods.
- Provides technical and administrative support to assigned committees.
- Manages contracted services and bid processes.
- Recommends, reviews and monitors work of hired consultants.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires Bachelor's degree in civil engineering or closely related degree and six (6) years of progressively responsible experience in water supply, to include four years of supervisory experience in water/wastewater utility.

Additional Requirements:

Comprehensive knowledge of the principles and practices of civil engineering relating to public works; comprehensive knowledge of design, construction, and maintenance of sewage and

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drainage systems, thorough knowledge of laws and regulations relating to public works; skill in the use of highly technical computer applications, such as GIS or CAD; ability to perform highly technical engineering studies and to provide advice on complex engineering matters; ability to establish and maintain effective relationships with subordinates, contractors, developers, County officials, Federal and State agencies and the public; demonstrated ability to lead and supervise the work of professional and nonprofessional assistants; ability to obtain the cooperation and assistance of others; good professional judgment; working knowledge of personal computers and related automated engineering systems; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; 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; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Must possess and maintain a State of Delaware Professional Engineer (PE) license.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement