

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1076

TITLE: DEPUTY DIRECTOR, PUBLIC WORKS AND ENVIRONMENTAL SERVICES – CAPITAL FACILITIES

GRADE: S-37

DEFINITION:

Under general direction of the Director, Public Works and Environmental Services, plans, manages, and coordinates operational activities of Capital Facilities, with the agency wide responsibilities as described below; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Deputy Director, Public Works and Environmental Services – Capital Facilities is distinguished from the Director, Department of Public Works and Environmental Services, in that the Deputy Director manages operations of the Capital Facilities business area and may assist the Director with Department-wide policy development and program implementation, whereas the Director serves as the Chief Executive and Administrative Officer of the entire Department of Public Works and Environmental Services.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Supports the Director of the Department of Public Works and Environmental Services with specific responsibilities as listed below.

Plans, manages and coordinates the Planning and Design Division, the Construction Management Division, the Land Acquisition Division and the Administrative branch of Capital Facilities;

Serves as the DPWES Emergency Management Coordinator;

Directs the DPWES Professional Engineering Development program and supports County-wide professional engineering development;

Oversees the Capital Improvement Program Implementation;

Serves as Contracting Officer for DPWES, Department of Transportation, Department of Housing and Community Development, and the Fairfax County Park Authority.

Establishes goals, objectives, and priorities for divisions within the business area;

Ensures that programs comply with federal, state, and County laws and regulations;

Approves operational policies and procedures for the business area, and oversees implementation of same;

Monitors operational and fiscal performance, and provides guidance to ensure attainment of business area objectives;

Coordinates various program activities with other business areas in DPWES, and ensures effective interface of operations/programs with other departments, as well as with various governmental agencies at the County, state, and/or federal level;

Provides guidance to division directors relative to performance goals and objectives, serves as initial rater in the performance reviews of division directors, and provides guidance on development needs;

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Oversees business area responsibilities to the Board of Supervisors and County Executive;
Oversees the human resources, financial, and information technology functions in their respective business areas to ensure they provide adequate support to the Divisions of the business area;
Responds to Board matters, and provides additional input, testimony, etc. as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Thorough knowledge of the theory and practice of public works, environmental services, and public administration;

Thorough knowledge of the County contracting and procurement procedures;

Knowledge of County budget processes and principles of fiscal management;

Knowledge of State and County laws and regulations that pertain to public works and environmental services;

Ability to organize and administer a large, diversified business area;

Ability to effectively manage, develop, and motivate division management;

Ability to develop effective working relationships with DPWES staff and division management, County leadership, other County agencies and departments, other governmental entities, and the public;

Ability to communicate effectively, both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited college or university with a bachelor's degree in engineering, urban and regional planning, business administration, public administration, or a related field; PLUS ten years of progressively responsible public works and/or environmental services management experience, four years of which must have been in a management or supervisory capacity.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED ES: August 13, 2011
ESTABLISHED: November 4, 2010