

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1185

TITLE: DIRECTOR OF UTILITIES DESIGN AND CONSTRUCTION DIVISION

GRADE: S-35

DEFINITION:

Under direction of the Deputy Director, Public Works and Environmental Services, Capital Facilities, plans, organizes and directs the Utilities Design and Construction Division with responsibility for the administration of engineering and construction contracts for the design and construction of County owned facilities; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class serves as the Division Director over the Utilities Design and Construction Division of Capital Facilities.

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.)

Leads a large division of engineers and other professionals in the planning, design, budgeting and construction of complex utility or other related capital projects including stormwater and wastewater conveyance systems and wastewater treatment ;

Responsible for planning, programming, budgeting, bidding, design, project management, regulatory and code compliance, safety, and compliance with environmental standards and requirements in carrying out all division capital projects;

Ensures the safe, timely, efficient and economical delivery of all utility projects;

Serves as an advisor to Deputy Director, DPWES, Capital Facilities and other County officials on utility design and construction and on related contractual matters;

Negotiates critical, highly technical and diverse project agreements, contracts and claim settlements in compliance with Federal, State and local codes, regulations and ordinances;

Directs field survey work for all internal project design and construction contracts;

Responsible for preparation of engineering plans and specifications required for these projects, also engineering cost estimates, special contract provisions, and coordination of easement acquisitions;

Responsible for preparation of technical criteria for selection of engineering consultants for the design of capital projects;

Responsible for division management pertaining to budget and report preparation, policy and procedural guidance, and all personnel issues.

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.)

Knowledge of principles and practices of civil engineering, and contract administration;

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Knowledge of the principles and practices of utility design and construction; including stormwater and wastewater conveyance systems and wastewater treatment;
Knowledge of the Public Facilities Manual, the Virginia Uniform Statewide Building Code and the codes and ordinances which apply to building construction and land disturbing activities in Fairfax County;
Knowledge of the principles, practices and techniques relating to construction project management and contract administration;
Knowledge of Fairfax County Purchasing Resolution and agency-specific A/E and construction contracting requirements;
Considerable experience in overall management of engineering administration and procedures;
Ability to plan, make investigations and prepare comprehensive technical reports;
Ability to establish and maintain effective working relationships with the public, other County officials, other governmental jurisdictions and other County agencies.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience equivalent to:
Graduation from a four-year college or university accredited by the Accreditation Board of Engineering and Technologies with a bachelor's degree in the appropriate engineering or architecture field; PLUS nine years of progressively responsible professional experience in managing the planning, design and construction of large scale capital utilities or building projects, three years of which must have been in a supervisory capacity.

LICENSES AND CERTIFICATIONS REQUIRED:

Possession of a valid Virginia Professional Engineer or Architect license.

REVISED ES: August 13, 2011

RETITLED: May 20, 2011

REGRADE: July 1, 2007

RETITLED: February 17, 2004