

**OPEN FOR KENT COUNTY EMPLOYEES AND PUBLIC  
APPLICATIONS/RESUMES**

**DATE POSTED:**

**MARCH 27, 2024,**

**POSTED BY:**

**ALISA HILL**

**CLOSING DATE/TIME:**

**APRIL 26, 2024/5:00 P.M.**

*All applicants must submit an up-to-date resume. We are located at 555 Bay Road, Dover, DE 19901; visit our website: [www.kentcountyyde.gov](http://www.kentcountyyde.gov). Please contact our office at 302-744-2310 or email us at [hr@kentcountyyde.gov](mailto:hr@kentcountyyde.gov)*

Department of Public Works  
Director of Public Works (County Engineer)

GRADE 2134

FLSA exempt position

\$148,884/yr. (Mid-Range Slightly Above) \*

*\*Based on experience/education the mid-range (or slightly above) of the pay grade **may be** offered as the starting wage.*

**DIRECTOR OF PUBLIC WORKS**

**General Description**

The Director of Public Works leads the County's Department of Public Works (DPW). DPW is unusual in that it has two Divisions: Engineering and Wastewater Facilities. The Wastewater Division supports a regional Wastewater Treatment Plant and an extensive infrastructure of pumping stations and sewer mains.

The Director performs executive-level management and administrative tasks, supervising Divisional Managers and the County Engineer. The Director also oversees substantial operating and capital projects, ensuring projects are completed on time and on budget. The Director updates and maintains operating policies and procedures, leads the strategic planning process for Divisions, and coordinates with the County's Sewer Advisory Board and other stakeholders. The Director represents DPW in front of public bodies including the Levy Court Commissioners. The Director 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.*

- Effectively leads the Department of Public Works. This includes supervisory/managerial responsibilities related to assigned personnel including planning, assigning, and directing work, establishing deadlines, appraising performance, counseling with employees, and addressing complaints and resolving problems.
- Coaches, counsels, mentors, trains, and develops assigned staff to maintain a highly effective team and a positive working environment. This includes working with the team to achieve organizational goals and maximize the professional development of assigned employees.
- Represents the County and/or the Department with internal and external stakeholders in matters related to Public Works. Serves as liaison between County and individuals and groups in the private and public sector on Public Works-related issues.
- Plans, directs, and coordinates the work of DPW Divisions. This includes ensuring that DPW delivers world class customer service both internally and externally.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

- Oversees professional engineering work performed internally or by third-party engineers involving the design, scheduling, construction, operation, and maintenance of various capital, wastewater, sewer line and related projects.
- Prepares and submits proposed annual operating and capital budgets and long-range capital investment programs (CIPs).
- Manages annual and individual projects including conducting complex research and working with the senior management team on interdepartmental projects, programs, and initiatives.
- Prepares complex memos and presentations on DPW-related matters for the Levy Court Commissioners and other stakeholders.
- Ensure regulatory compliance in all operational areas.
- Coordinates activities with other departments, agencies and municipalities as required.
- Administers and enforces the sewer code, and makes recommendations as needed.
- Supervises departmental purchasing including drafting and releasing Requests for Bids (RFBs) and Requests for Proposals (RFPs)
- Works with vendors and contractors as necessary to ensure successful project completion.
- Provides a high level of communication to the County Administrator on DPW matters.
- Monitors progress on public works projects and other capital improvements.
- Directs assistance during countywide emergencies such as hurricanes and floods.
- Manages contractual services and vendor relations.
- Recommends, reviews and monitors the work of consultants.
- Performs related work as required.

**Minimum Education and Experience Requirements:**

Requires a bachelor's degree and ten (10) years of progressively responsible experience in Public Works or a comparable private sector area to include five (5) years of supervisory experience. Preferred qualifications include a bachelor's degree in engineering or an engineering-related field, certification as a Professional Engineer (PE), working experience in wastewater treatment, and working experience in a municipal or county Public Works department.

**Additional Requirements:**

Demonstrated skills in leadership, management, and administration in a public or private sector setting. Demonstrated skills in project management including project completion. General knowledge of engineering related to Public Works. General knowledge of design, construction, and maintenance of sewage and drainage systems. General knowledge of regulations and enforcement. General knowledge of purchasing and procurement. Ability to establish and maintain effective relationships with subordinates, contractors, developers, County officials, Federal and State agencies, and the public. Ability to respond to evening and weekend emergencies. Sound professional judgment. Technical skills including operating personal computers and other technology. Ability to function effectively in a high-stress environment and to meet deadlines. Demonstrated commitment to safety, preferably in an industrial environment. For an applicant lacking in any of the above requirements, the ability to develop the necessary knowledge, skills, and abilities.

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.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- This is primarily a sedentary office classification although standing in and walking between work areas may be required. Independently access active construction projects and traverse uneven terrain including a mix of sand, gravel, pebbles, rocks, and brush.
- Occasionally lifting of objects up to 25 pounds.
- Frequently communicate accurate information and ideas with others.
- Occasionally move between work sites.
- Occasionally ascend and descend ladders.
- Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine.

**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work is primarily performed in an office setting subject to frequent interruptions with extensive work at a computer workstation and site visits to various County and community facilities.
- Field visits to active construction project sites often in inclement weather conditions, with muddy or icy conditions and uneven terrain.
- May be exposed to highly stressful situations and individuals who are irate or hostile; may be subject to long hours due to attendance at Levy Court, Committee, and Board meetings and other responsibilities required at this executive level.
- Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions required.
- Requires ability to respond to emergencies at all hours.
- Work requires frequent exposure to and engagement with media outlets.

**Special Certifications and License Requirements:**

- Must possess and maintain a valid state driver's license with an acceptable driving history.

**Notices:**

Kent County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), Kent County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is an employment at-will position.