



# TOWN OF STUART VIRGINIA

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February 17, 2023

Phone 276.694.3811

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[www.townofstuartva.com](http://www.townofstuartva.com)

**RE: Advertisement for Public Works Director  
Applications Due by 4:00 PM on March 10, 2023**

Mayor

Ray Weiland, PE

Vice-Mayor

Terry Dalton

Council Members

Erica C. Wade

David Hoback

Jeffery Houchins

Rebecca Adcock

Town Manager

Bryce M. Simmons, PE

Clerk/Treasurer

Susan C. Slate

Town Attorney

Christopher A. Corbett  
PO Box 1270  
Stuart, VA 24171  
(276) 694-7145

The Town of Stuart, Virginia is seeking a qualified individual to join our organization as the Director of Public Works. This is a new position within the Town, where the selected individual will be expected to work closely with the Town Manager to prioritize, schedule, and manage several public utility related tasks.

Stuart is a three-square-mile incorporated area and seat of Patrick County. The Town government provides water, sewer, and refuse services to approximately 1,500 citizens. The Public Works Director must be able to work with the general public, be comfortable working inside and outside, and enjoy challenging conditions.

Interested parties can find an application package at the following locations:

Stuart Town Office  
100 Patrick Avenue  
Stuart, VA 24171

[www.townofstuartva.com](http://www.townofstuartva.com)

All applications must be received by 4:00 PM on Friday, March 10, 2023 at the following address:

Stuart Town Office  
PO Box 422  
100 Patrick Avenue  
Stuart, VA 24171

The Town of Stuart is an Equal Opportunity Employer. Minority and/or female applicants are encouraged to apply.

Sincerely,

Bryce M. Simmons, PE  
Town Manager



# Public Works Director for Town of Stuart, VA

Responsibilities include planning and managing daily activities for Town work crews. Conducts project prioritization considering water demands and wastewater flow projections, water quality, and other levels of service and risk factors. Ensures an effective asset management program considering continuous improvement in asset data collection and monitoring asset condition, system capacity, and operating efficiency.

Bachelor's degree in civil/environmental engineering preferred, but not required. Multiple years experience in project management or related experience in master planning or asset management are highly desirable.

<b>Job Title:</b>	Public Works Director	<b>Department:</b>	Administration
<b>Description:</b>	<i>Director of Water &amp; Sewer Utilities for Town of Stuart, VA</i>	<b>Job Start Date:</b>	April 2023
<b>Location:</b>	Stuart, Virginia	<b>Reports to:</b>	Town Manager
<b>Starting Salary:</b>	\$45,000		
<b>Benefits:</b>	Anthem Insurance; Paid Vacation, Sick, and Holiday Leave; Use of Town Vehicle (dependent upon individual circumstances)		

## Position Requirements

<b>Educational Requirements:</b>	High School Diploma (Required), Bachelor's Degree (Preferred)
<b>Years of Experience:</b>	5 Years Related Experience
<b>Preferred qualifications:</b>	VA CDL, Water or Wastewater Operation Licensure

**Minimum Qualifications of Work:** Knowledge of construction practices and experience in equipment operation highly desirable. Permitting experience and/or regulatory compliance with federal, state, or local governments is beneficial. Considerable experience in public works maintenance, repair, and construction activities including some supervisory experience; or any equivalent combination of experience and training which provides the required knowledge, abilities, and skills: Thorough knowledge of the methods, materials, and tools used in the maintenance, repair, and construction of public works facilities and related operations. Considerable knowledge of the proper and safe use of construction and maintenance equipment. Knowledge of the occupational hazards and safety precautions. Ability to plan, delegate, and supervise the work of subordinate personnel in an effective and efficient manner. Ability to estimate time, materials, and equipment needed for specific projects and to read and interpret plans and specifications. Ability to maintain records and to prepare reports. Ability to use a computer for record keeping, reports, and internal communications. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Nature of Work:** This is supervisory work in the maintenance, repair, and construction of public works facilities, systems, and related operations. Work involves responsibility of supervising, training, and assisting other assigned workers in the maintenance and construction of public facilities. An employee of this class generally follows standard methods and techniques in maintenance and construction activities and is expected to exercise independent judgment in the completion of regular day-to-day activities.

**Examples of Work:** Plans, assigns, and supervises the work of one or more field crews engaged in public works maintenance, construction, and repair activities including street paving, street and concrete construction, street cleaning, street marking and signage, and refuse collection, or water distribution and sewer collector systems maintenance and construction. Furnishes general or detailed instructions to crews; reviews work progress during the day or at the end of the work period; supervises and coordinates the delivery of materials to site, the effective use of men and equipment, and progress from maps, sketches, blueprints, and specifications. Observes work methods for safe operating practices; trains new employees in new or revised work methods; evaluates employee performance; maintains operating and crew records; assists with work as required. Performs related work as required.

**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. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

**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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk and hear. The employee frequently is required to stoop, kneel, crouch, or crawl and get in and out of vehicles and equipment. The employee must frequently lift and/or move items weighing 10-20 lbs. and occasionally up to 100 lbs. Specific vision abilities required by this include ability to adjust focus.

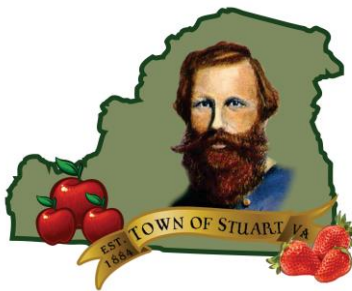
## Managerial Competencies

Project Management	<ul style="list-style-type: none"> <li>• Display leadership, teamwork, and collaboration during all projects and work to complete all jobs, on-time and under budget.</li> <li>• Provide supervisory leadership by monitoring all tasks are complete promptly and properly.</li> <li>• Organizing and overseeing the repair and maintenance of equipment.</li> <li>• Monitoring supplies and placing orders for new stock as required.</li> <li>• Effective communication skills.</li> </ul>
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Maintenance Prioritization	<ul style="list-style-type: none"> <li>• Create maintenance schedules and generate work orders.</li> <li>• Adjust schedules to account for unexpected emergency work.</li> <li>• Maintain records and files essential to maintenance management.</li> <li>• Coordinate with maintenance staff, contractors, and external vendors.</li> <li>• Prepare preventive maintenance plans that are aligned with the organization's maintenance goals.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• Identify and assess customers' needs to achieve satisfaction.</li> <li>• Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution.</li> <li>• Customer orientation and ability to adapt/respond to different types of characters.</li> </ul>

## Technical Competencies

Asset Management	<ul style="list-style-type: none"> <li>• Proficiency in Microsoft Office and industry-related software.</li> <li>• Monitor asset performance and recommend corrective measures.</li> <li>• Reviews financial reports to find ways to reduce costs.</li> </ul>
Capital Improvement Planning	<ul style="list-style-type: none"> <li>• Skilled in reading and comprehending highly technical or specialized materials.</li> <li>• Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals.</li> <li>• Skilled in prioritizing, organizing, and managing multiple projects.</li> </ul>
System Mapping	<ul style="list-style-type: none"> <li>• Monitors and updates our GIS system with any changes and/or improvements in the Town's utility systems.</li> <li>• Create work orders within GIS system.</li> </ul>



## APPLICATION FOR EMPLOYMENT

The Town of Stuart, VA is an equal opportunity employer. The Town must comply with all applicable Federal, State, and Local laws concerning discrimination in employment. No question on this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

Position Applying for: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Have you ever been employed by the Town of Stuart? \_\_\_\_\_

Are you legally eligible for employment in this country? \_\_\_\_\_

What date are you available for work? \_\_\_\_\_

Type of employment desired? (Full-time or Part-time) \_\_\_\_\_

Are you able to meet the attendance requirement? \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

Driver's License No. : \_\_\_\_\_ State: \_\_\_\_\_

\*A valid driver's license is required for employment by the Town of Stuart

### Most Recent Work Experience

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Salary/ HrlyRate: \_\_\_\_\_

Nature of Work / Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Past Work Experience

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Nature of Work / Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Additional Work Experience

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Nature of Work / Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Skills and Qualifications

Please summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position you are applying:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Record of Education

High School: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Degree / Focus of Study: \_\_\_\_\_

College: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Degree / Focus of Study: \_\_\_\_\_

Trade or Other: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Degree / Focus of Study: \_\_\_\_\_

To be completed by all applicants – Please read carefully before signing.

I certify that the information contained in this application and in any resume provided by me or any party representing my interest, is correct and complete to the best of my knowledge. I understand that any false statements, misrepresentations, or omissions made by me on the application or any supplement thereto, will be sufficient grounds for rejection of this application or discharge after employment.

I give the employer the right to obtain pertinent information concerning me from former employers and others, and I release all those providing or requesting such information from any liability that may arise by truthful disclosures of such investigations.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by and authorized officer.

I understand it is the company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodations required by the ADA.

I authorize any state, local, or federal agency having custody of information concerning any criminal history and/or driving record to release such information to the Town of Stuart, Virginia.

I understand that, if hired, I must maintain compliance with the no-drug and drug testing policy of the Town of Stuart.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

Your signature acknowledges you have read and agree to the material above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_