

Director Of Public Works



The City of Roanoke

Roanoke is a dynamic Virginia community, home to approximately 100,220 residents. Roanoke is an independent city in the Commonwealth of Virginia. It is located in the Virginia's Blue Ridge. Roanoke is the largest municipality in Southwest Virginia, the principal municipality of the Roanoke Metropolitan Statistical Area (MSA), which includes the independent cities of Roanoke and Salem and Botetourt, Craig, Franklin, and Roanoke counties. Bisected by the Roanoke River, Roanoke is the commercial and cultural hub of much of Southwest Virginia and portions of Southern West Virginia.

The City offers its diverse population of residents 49 officially designated neighborhoods, 60 parks, and more than 90 miles of greenways and trails. Roanoke has 24 public schools, 16 private schools and twelve college and universities within 25 miles.

Roanoke serves as the region's education, medical, shopping, recreation, and cultural hub anchoring Blue Ridge. Built upon success of growth in the rail industry, Roanoke grew very rapidly in the 19th and 20th centuries. The City is experiencing a renaissance built upon the strengths and medical research and care, technology, and advanced manufacturing. Recent economic growth, a vibrant downtown, unparalleled outdoor amenities and numerous arts and cultural offerings have led Roanoke to national recognition.

Public Works Department

The City of Roanoke Public Works Department staffs a total of 142 full time employees, manages an annual operating budget of approximately \$16 million and a very robust capital improvement program.

The Department maintains and enhances the physical environment and infrastructure of the City of Roanoke through responsible management of the following functions: Engineering, Environmental, Transportation, and Stormwater Management. The Public Works Director reports to the Deputy City Manager.

ENGINEERING: The Engineering Division of the Department of Public Works provides engineering design services and construction administration to support utility, infrastructure, facility, and environmental capital projects for the City of Roanoke. The Division also provides production, archiving, and distribution of map and GIS map data for the city.

ENVIRONMENTAL: The Office of Environmental Management is a division that provides environmental regulatory compliance assurance, policy and programs for all city operations.

TRANSPORTATION: The Department of Transportation recognizes the opportunities available to reduce greenhouse gas emissions. In response to the city's efforts to reduce emissions the following initiatives have been implemented; energy saving initiatives, equipment and material innovations.

STORMWATER: The Stormwater Utility was created to address water quality in the City of Roanoke. The city is mandated via federal and state agencies to control and eliminate stormwater pollution.

VISION: The City of Roanoke is a safe, caring and economically vibrant community in which all have equitable opportunities to live, learn, work, play and prosper.

A vibrant urban center with strong neighborhoods set amongst the spectacular beauty of Virginia's Blue Ridge.



Essential Duties and Responsibilities

- Plans, organizes and oversees the activities of Engineering, Stormwater, Environment Management and Transportation.
- Coordinates interdepartmental activities.
- Researches and recommends new or improved departmental operations.
- Directs the preparation of and monitors departmental budgets.
- Develops and implements general policies in consultation with appropriate managers to ensure efficient operations.
- Confers with the Deputy City Manager for Operations and other City officials concerning major activities and furnishes technical engineering advice on public works matters.
- Researches and prepares reports on activities related to public works and broad municipal activities on a project basis.
- Serves as a liaison between the city and federal, state and other local government agencies concerning departmental activities.
- Stays abreast of recent trends in public utilities, equipment and regional issues.

SUPERVISORY RESPONSIBILITIES

Manages five division managers who supervise approximately 150-200 employees in Engineering, Stormwater, Environmental Management and Transportation. Is responsible for the overall direction, coordination, and evaluation of these divisions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.



Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree from four year college or university with major in civil engineering, public or business administration; Master's degree preferred but not required; five to ten years related management experience and/or training; or equivalent combination of education and experience.

Special Requirements

Must be a City resident or secure residence within the City limits within 12 months of employment.

Certificates, Licenses, Registrations

Possession of a Professional Engineers License is preferred but not required. Must have a valid driver's license.

Compensation & Benefits

The expected hiring range for the Director of Public Works is \$104,037 to \$169,376 annually.

Roanoke City's full-time staff enjoy competitive salaries, comprehensive benefits, generous paid leave, investment in professional development, and a balance of work and family life. We offer a diverse selection of benefits to choose from, allowing employees to customize their benefits package to meet their family's unique needs. Our benefits package and wellness programs are the rewards that go beyond the paycheck and include:

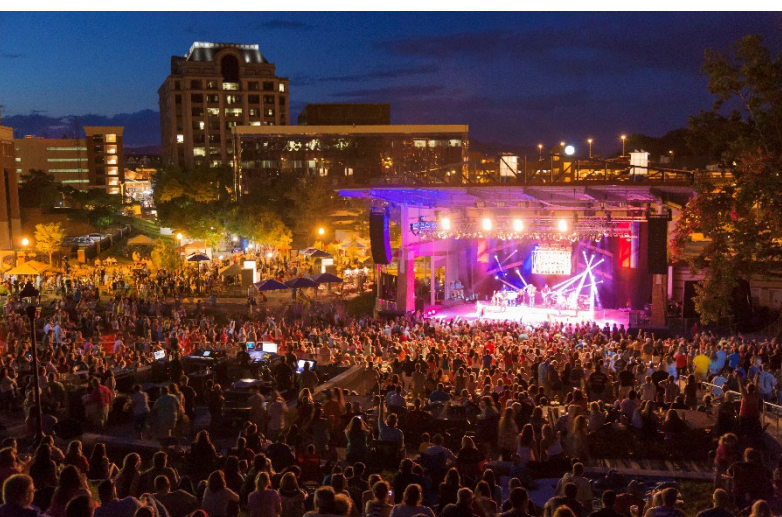
- Paid Leave – Accrued in accordance with tenure ranging from 12 hours per month (upon hire) to 20 hours per month.
- Holidays – Twelve paid holidays per year.
- Sick Leave – Six hours accrued per month.
- Provision of three (3) days for mental health and well-being leave to focus on self-care
- Shared Leave Bank Program
- Retirement – Employees contribute 5% of their salary and choose between participating in a traditional defined benefit plan or a hybrid program. Employees vest in the employer component of either plan upon completing five years of service.
- Retirement Health Savings Plan – All employees contribute 1% of salary to a 401(h) health savings account. Employees vest in the City match a 1% upon completing five years of service. International City Management Association – Retirement Corporation (ICMA-RC) provides the third party administration of this plan for participating employees.
- Health Insurance – Aetna services as the City's Medical Insurance Carrier. Health coverage is available under employee, employee one child, and spouse or family plans at varying costs to the employee. Three health plans are offered – a traditional PPO300, a Health Reimbursement Arrangement (HRA) or a High Deductible Health Plan (HDHP) with a Health Savings Account. A portion of the premiums are paid for by the City.
- Dental Insurance – there are four types of coverage offered through Delta Dental to full time employees: Employee only, employee and child, employee and spouse and family. A portion of the premiums are paid for by the City of Roanoke. Employees have a 90 day waiting period.
- Life Insurance – Minnesota Life Insurance is paid at 100% by the City. Benefits are calculated at double the employee's annual salary, rounded to the next higher \$1,000.



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The Star City



The next Director of Public Works will enjoy a quality of life defined by natural beauty, a pleasant climate and a vibrant mix of cultural and recreational amenities. Offering a diverse culture, abundant natural resources and strong economy, the City of Roanoke is known as a great place to live, work and play and has received accolades from publications such as *Travel + Leisure*, *National Civic League*, *Bassmaster Magazine*, *Blue Ridge Mountain Outdoors Magazine*, *MSN Travel*, *USA Today Travel*, *Southern Living* & *Money Magazine* to name a few.

APPLICATION AND SELECTION PROCESS

Salary Range: \$104,037 to \$169,376

FILING DEADLINE: February 22, 2023
at 11:59 P.M. Eastern Time

Resumes, cover letter and five work related references to
www.GovHRjobs.com

W. Lane Bailey, Senior Vice President ,
630 Dundee Rd, #130, Northbrook, IL 60062
Tel. (704) 798-8221.

EEO/AA/F/DISABILITY EMPLOYER.

As a Drug/Alcohol Free Workplace.

The City of Roanoke Administers Pre-Employment Screening to
all employees.

www.roanokeva.gov