

The County of Greene seeks qualified applicants for:

Grants Writer – This position will be responsible for locating public and private grant opportunities; obtaining and analyzing data and other supporting grant application materials; reviewing and adhering to grant solicitation requirements. Assisting with award acceptance, programmatic and fiscal compliance, and other grant administrative functions. Bachelor's degree in English, communications, marketing, business administration, or related field with a minimum of three to five years professional grant writing experience. Starting Salary is \$56,510-\$73,425 depending on qualifications.

County Utility Director – This position will be responsible for performing complex professional and administrative work overseeing water and wastewater operations. Will be responsible for planning, organizing, and overseeing construction of county water and waste water infrastructure and improvements, ensuring compliance with Greene County policies and ordinances, and state and federal regulations. A current Virginia professional engineers license is preferred along with a MBA, MPA or Graduate degree in civil engineering. Starting Salary is \$72,123-\$93,711 depending on qualifications.

Utility Finance Specialist – This position will perform financial analysis, budget development, and financial reporting functions and oversees customer service, billing, collections, and recordkeeping for the county water and sewer enterprise. Bachelor's degree in management, finance, or public administration desired. One to five years financial management desired. Starting Salary is \$48,816-\$63,427 depending on qualifications.

Greene County is a great place to work. We offer a family friendly environment and great benefits. Check out our website to learn more and see the full job descriptions. Applications may be downloaded at www.greenecountyva.gov. Applicants must attach a cover letter and resume to the completed County application. Applications may be e-mailed to lroach@gcva.us or mailed to HR County Administrator's Office, P.O. Box, 358, Stanardsville, VA 22968 by October 25, 2021. Open until filled. EEO, AA, M/F/H/V employer.

County Utilities Director

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional and administrative work overseeing water and wastewater operations; does related work as required planning, organizing, and overseeing construction, operations, and maintenance of county water and waste water infrastructure and improvements, ensuring compliance with Greene County policies and ordinances, and state and federal regulations. Work involves setting policies and goals under the general direction of the County Administrator. Departmental supervision is exercised over all personnel within the department.

Qualification requirements

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

Essential Functions

Establishes goals and work schedules, and expedites workflow.

Evaluates infrastructure needs and formulates short and long-range plans.

Coordinates, updates, and reviews plans and preparation for public water and sewer systems.

Plans for and implements water and sewer system maintenance and upgrades.

Plans for and reviews specifications for capital improvements and capital equipment.

Supervises reviewing public and private project development of infrastructure plans, ensuring compliance with codes, regulations and standards.

Directs the administration, management, engineering, operation and maintenance of the water and wastewater facilities, ensuring compliance with all permit requirements.

Evaluates water and sewer demands and impacts of proposed development, reporting recommendations regarding same.

Oversees construction of infrastructure projects, ensuring contractor compliance with time and budget parameters.

Reviews and updates county water and sewer infrastructure standards and related documentation.

Prepares, coordinates, supervises and implements the annual budget for water and waste water operations.

Prepares various technical reports and provides public presentations.

Knowledge skills and abilities

Comprehensive knowledge of the theory, principles and practices of civil engineering as applied to the development and construction of public works projects; comprehensive knowledge of Greene County ordinances, state and federal laws and regulations; ability to plan, direct and supervise the work of employees; ability to plan projects and prepare related designs, estimates and specifications; ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems; ability to operate standard office equipment and applicable software packages; ability to communicate effectively, both orally and in writing; ability to calculate complex cost estimates and prepare technical reports; ability to establish and maintain effective working relationships with state and county officials, associates, contractors and citizens.

Certification, Education and Experience

A current Virginia professional engineers license is strongly preferred along with a MBA, MPA or Graduate degree in civil engineering. Some experience in public water and sewer utilities and/or professional utilities engineering work is preferred.

County Utilities Director

FLSA Status: *Exempt*

Physical Requirements

This medium work requires exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force regularly to move objects; work requires climbing, balancing, stooping, kneeling, reaching, walking, and feeling; vocal communication is required for expressing and or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, preparing and analyzing written and or computer data, visual inspection involving small defects and or small parts, use of measuring devices, operation of machines, operation of motor vehicles and mechanized equipment, and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions. The worker may be exposed to waste-borne and/or blood-borne pathogens and may be required to wear specialized personal protective equipment.