

**EXECUTIVE DIRECTOR TO THE PUBLIC SERVICE AUTHORITY (PSA)**  
Pulaski County

**Department:** Public Service Authority (PSA)

**Supervision Exercised:** Water Treatment Plant Chief Operator and the Utility Maintenance Supervisor

**Supervision Received:** County Administrator/PSA Board

Work is performed with minimal instruction and supervision as directed by the County Administrator and PSA Board. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employees will be evaluated annually thereafter.

**Classification (FLSA):** Exempt, Full-Time

**REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS:** Drug and alcohol testing, background screening, and driving record checks are required.

Establishment of County residency is required within one year of the hire date. A valid driver's license issued by the Commonwealth of Virginia for operating a passenger vehicle or light truck is also required.

**Essential Employee:** Yes, please see Pulaski County Personnel Policy

**Work Hours:** Monday thru Friday, 8:00 a.m. until 5:00 p.m. Some evening, weekend and holiday work required.

**ESSENTIAL FUNCTIONS:** Performs duties that include grant management, planning, designing, constructing, and maintaining public infrastructure, including but not limited to water distribution, wastewater collection, water treatment projects with the technical assistance of the County Engineer. In addition, this position requires supervising staff, attendance at public meetings and responding to emergency infrastructure situations. This position also oversees all PSA operations and provides administrative support to the PSA Board of Directors that includes budget preparation, establishment of utility rates, policy development and implementation. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential functions 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.

**RESPONSIBILITIES:**

- Performs difficult tasks and routine administrative work

#### Executive Director to the PSA

- Prepares annual budgets and CIP for Water Treatment Plant and Water/Wastewater Department
- Reviews and interprets Water Treatment Plant regulatory requirements
- Performs hydraulic analysis, prepares flow calculations, develops contract documents, plans and specifications for water distribution and wastewater collection system projects with the assistance of the County Engineer
- Prepares contract documents, technical specifications, conducts bid openings, reviews bids, executes contracts, and supervises construction of PSA projects, including but not limited to the following types of projects; water distribution and wastewater collection. Manages contract for preparation of quarterly landfill water contamination reports for submission to the Virginia Department of Environmental Quality
- Supervises preparation of Virginia Department of Health monthly reports
- Attends PSA Board meetings and responds to questions and concerns of the Board and serves as their liaison with customers
- Coordinates with the Economic Development Authority regarding industrial prospects and their water, wastewater and refuse needs, as well as pre-treatment regulations
- Makes and executes all lawful contracts on behalf of the PSA as to matters within their jurisdiction, except as may otherwise be provided by law or ordinance or resolution by the Board of Directors
- Plans, organizes supervises and directs PSA daily operations
- Serves as County representative on the Peppers Ferry Regional Wastewater Treatment Authority Board of Directors
- Coordinates collection and maintenance of field location of water and wastewater facilities in the geographic information system (GIS) database
- Assists the Emergency Operations Center Management Team in the event of a local emergency including but not limited to pre- and post- disaster response

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Some knowledge of civil engineering related to hydraulic modeling and structural design for public infrastructure
- In-depth knowledge of water distribution, water treatment and sewage collection systems
- Thorough knowledge of Federal, state and local environmental laws and safety regulations (e.g., VDOT, DEQ, EPA, OSHA), and land use policies
- Thorough knowledge of Capital Improvement Planning (CIP), budgeting, grant writing/management, contract administration, and procurement procedures
- Principles of GIS applications and tax mapping
- Strong leadership skills for managing diverse teams
- Skills to provide long-range planning for infrastructure growth and utility capacity
- Ability to utilize multiple software programs such as Microsoft Office, GIS (ArcMap), hydrological modeling and financial/budgeting software

**ADA REQUIREMENTS:** Requires sedentary work involving being in a stationary upright position 6-8 hours per day, ability to stand and walk for extended periods of time, ability to traverse uneven terrain, climb stairs and ladders, bend, stoop, kneel, crouch, enter and exit vehicles, carry up to 25 pounds occasionally, lift 50 pounds occasionally, push, pull, read, ability to use

Executive Director to the PSA

a computer, vision, communicate efficiently and withstand environmental conditions such as heat, cold, wind, rain, construction site hazards, traffic environments and noise.

**EDUCATION AND EXPERIENCE:**

- Bachelor's Degree Required with a major in either Public Administration, Business Administration or Finance & Accounting
- Specialized coursework in water distribution and wastewater collection, public works administration and construction management
- 10-15 years of public sector experience preferred
- 8-12 years of supervisory experience preferred

**PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

**TRAINING AND JOB DEVELOPMENT:**

- Develop and set own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth and certifications

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.

Executive Director to the PSA

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

---

---

---

Employee Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date