



**COUNTY OF YORK JOB DESCRIPTION**  
Director of Environmental Services  
Environmental Services

Human Resources Division  
120 Alexander Hamilton Blvd.  
Yorktown, Va. 23690  
Phone: 757-890-3687  
Fax: 757-890-3699

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**GENERAL STATEMENT OF JOB**

Responsible and accountable for managing the operations of the Environmental Services Department. Plans, develops, and implements proposals and programs to maintain and expand services in accordance with needs of the County. Determines these needs by surveying and conferring with residents and public officials. Directs the activities of employees of the County's solid waste, water and sewer utilities, stormwater management, and drainage and mosquito control. Work is performed under general supervision of the County Administrator.

**ESSENTIAL JOB FUNCTIONS**

Plans, organizes and directs the activities of the Environmental Services Department to ensure service of current and anticipated needs of the County; anticipates municipal growth and develops strategies to render services; ensures compliance with State and Federal regulations; projects manpower and staffing requirements to meet current and anticipated needs.

Receives and investigates complaints, requests, or inquiries from citizens and customers. Confers with staff as to corrective actions and solutions.

Initiates and conducts reviews of pertinent ordinances, codes, policies, and directives for effectiveness, clarity, and need.

Develops departmental budget and monitors expenditures; projects manpower and staffing requirements.

Assigns and reviews the work of staff assigned to the Environmental Services Department, including stormwater management, drainage and mosquito control, solid waste disposal and recycling, and water and sewer utilities; ensures employees receive proper training and resolves problems as non-routine situations arise.

**ADDITIONAL JOB FUNCTIONS**

Attends seminars, conferences, workshops, classes and lectures, as appropriate, and maintains contact with professionals and other governmental officials to enhance and maintain knowledge of trends and developments in the field of Environmental Services.

Performs other related work as required.

**ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

Comprehensive knowledge of modern management and supervisory principles and practices.

Comprehensive knowledge of civil engineering, including strategic planning and budgeting processes for capital projects and programs.

Ability to use a personal computer with word processing, spreadsheet, and data base software with reasonable speed and accuracy.

Excellent oral and written communication skills.

Ability to manage multiple projects effectively.

Ability to understand and carry out oral and written instructions, and to write clear, comprehensive reports.

Ability to train and evaluate others objectively.

Ability to handle sensitive public contacts, and the ability to deal with the public tactfully and courteously, but firmly when necessary.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in engineering, with a graduate degree in business or engineering management preferred, and at least 6 - 9 years of progressively responsible experience in the management of engineering, planning, construction or utility operations or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license issued by the Commonwealth of Virginia. Licensure as a Professional Engineer.

### **PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of office machinery and equipment including computers, calculators, telephones, etc. Must be able to operate a motor vehicle.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, compositional or abstract characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to others. Must be able to develop and give complex presentations to peers, elected officials or the general public.

**Language Ability:** Requires the ability to read and prepare a variety of technical reports, letters and memos, budget reports, regulations, etc. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, descriptive statistics, integral calculus, differential calculus, and statistical inference and theory.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and/or emergency situations.

**Physical Communication:** Requires the ability to talk and hear.

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_