

Worcester County Job Opportunities

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS

JOB TITLE: DEPUTY DIRECTOR OF PUBLIC WORKS

COMPENSATION: NON-CLASSIFIED \$130,000 TO \$150,000*
* SALARY MAY BE HIGHER BASED ON QUALIFICATIONS

WORK LOCATION: WORCESTER COUNTY GOVERNMENT, DEPARTMENT OF PUBLIC WORKS,
6113 TIMMONS ROAD, SNOW HILL, MD AND 1000 SHORE LANE, BERLIN, MD

WORK SCHEDULE: MONDAY TO FRIDAY, 8:00AM TO 4:30PM, AND OTHER HOURS AS NEEDED

APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: Serving under the direct leadership of the Public Works Director, Deputy assists the Director in managing the activities to the Water and Wastewater, Roads, Solid Waste, Maintenance, and Fleet Divisions. The Deputy assumes the responsibility of the Public Works department in the absence of the Director and other related work as required.

GENERAL REQUIREMENTS:

- Successfully pass pre-employment background check
- Successfully pass pre-employment physical examination
- Safety sensitive position requiring drug and alcohol testing
- Essential personnel subject to emergency call-back with little or no notice to include evening and weekend work if needed
- Possession of a valid driver's license and motor vehicle history with less than 4 points (Maryland equivalent)
- Ability to work days, evenings, weekends, and holidays as needed

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Assists in planning and directing the operation and maintenance of all Public Works Divisions
- Assists in preparing operating and capital budgets for all Public Works Divisions
- Prepares purchasing specifications and bid requests for all Public Works Divisions equipment and material
- Reviews and approves developers' construction plans for public infrastructure projects
- Coordinates with applicable Public Works staff to ensure work by third parties or developers has been inspected and meets our code and standards
- Provides engineering comments on proposed public infrastructure projects for developments
- Inspects and approves payments for County Public Works projects constructed by Contractors
- Functions as staff to Advisory Boards
- Presents to the County Commissioners
- Assists the Director with the fiscal and operational management of all Public Works Divisions
- Assists the Director in establishing departmental policies and procedures
- Assists the Director with the development of departmental operation and capital budgets
- Assumes responsibility for the department in the absence of the Director
- Meets with the public to explain pertinent issues, respond to inquiries, and resolve complaints
- Supervise staff and makes recommendations for the same regarding personnel matters in accordance with the County's personnel rules and regulations, including hiring and disciplinary action.
- Learns new technology as necessary
- Completes assigned tasks accurately and by established deadlines
- Cross trains and backs up other staff as needed

- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, vendors, and the general public using tact, discretion, sound judgment, and professionalism
- Oversees and complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres to and enforces the Worcester County Government Personnel Rules & Regulations
- Perform other related duties as directed by the Director of Public Works

QUALIFICATIONS AND SKILLS:

- Registered Professional Engineer licensed in the State of Maryland with five (5) or more years of experience in civil engineering project management and governmental administration including supervisory experience or an appropriate combination of experience and education
- Thorough knowledge of the principles and practices of road construction and maintenance; landfill operations; water and waste water operations; buildings and grounds maintenance; and operation of vehicle/ equipment repair facilities
- Thorough working knowledge of public administration, field safety requirements, and preparation and control of operating and capital budgets
- Self-starter that takes initiative and has a sense of urgency
- Ability to work independently and effectively with little supervision and minimal direction
- Proficient computer skills in Microsoft Office Suite programs sufficient to create, implement and maintain detailed spreadsheets with formulas, presentations, correspondence, reports & records
- Possess above-average oral, written and interpersonal communication skills necessary to perform essential duties, necessary to prepare reports, necessary to prepare and deliver public presentations, provide leadership and motivation to department employees, and work harmoniously with coworkers, vendors, officials, the public and other government agencies using tact and discretion, exercise initiative, resourcefulness, and sound judgment
- Experience with conflict management and possess the ability to resolve conflicts
- Ability to compose confidential and non-confidential correspondence and maintain confidentiality
- Ability to follow verbal and written instructions, and directions; keep records and logs; complete written forms accurately
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Ability to meet deadlines timely

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (75-100% of the time) The work is performed both indoors and outdoors. Moderately active work: Frequent sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. Routine hazards in field work and operating a vehicle. Constant sitting; Occasional standing & walking, reaching, stooping and lifting of objects up to 10lbs; Rare standing and walking for long periods. Low risk for injury operating office equipment. May be required to be outside and exposed to the weather. Limited exposure to heat, humidity, noise, poor ventilation, slippery and uneven surfaces. Ability to work around fuel and other chemicals for short periods of time.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 11 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2025.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.