



KENT  
COUNTY,  
DELAWARE

**DIRECTOR OF  
PUBLIC WORKS**





## KENT COUNTY, DELAWARE DIRECTOR OF PUBLIC WORKS

### THE COMMUNITY

Kent County is a county located in the central part of the U.S. state of Delaware. As of 2023, the population was 187,954, making it the least populous county in Delaware. The county seat is Dover, the state capital of Delaware. It is named for Kent, an English county. The county has a total area of 798 square miles, of which 595 square miles is land and 212 square miles (26.6%) is water. Kent County is governed by the Kent County Levy Court, which consists of seven members, six of whom are elected by district and the seventh who is elected at-large.

Kent County is home to an Amish community residing to the west of Dover, consisting of 9 church districts and about 1,650 people. The Amish first settled in Kent County in 1915 after migrations from Wisconsin, Montana, Alabama, and Ohio. The area is home to several Amish businesses selling items such as Amish food, furniture, quilts, and handmade crafts. Every September, the Amish Country Bike Tour, one of the largest cycling events in Delaware, takes place in the area.

With a significantly lower cost of living than our East Coast neighbors, Delaware is one of the best states to live in. Here in Central Delaware residents enjoy opportunities and a low tax burden without state-level property taxes and sales tax. Some major employers include Bayhealth, Chesapeake Utilities, Dover Air Force Base, Bally's, Delaware State University, Kraft Heinz, Perdue, P & G, and Walmart.

In the spring of 2017 Kent County welcomed a brand new 85-acre multipurpose sports complex. The Delaware Turf Sports Complex features 12 synthetic turf fields with sports lighting and scoreboards, centered by 700 seat championship stadium. The complex has hosted teams and families from all over the country and is known as one of the premier sporting facilities in the U.S.



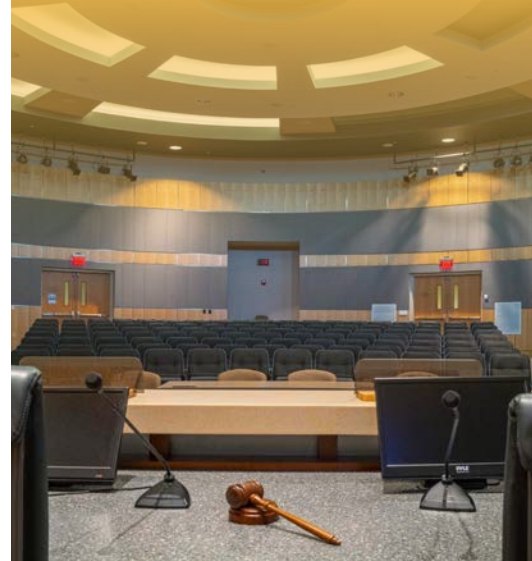
### DEMOGRAPHICS

Total Land Area: 595 square miles

Population (2023): 187,954

Median Household Income: \$70,873

Total Employment: 93,403



## THE ORGANIZATION

The Kent County Department of Public Works (DPW) provides planning for long-range wastewater transmission, collection and treatment. The Public Works Department implements the planning, design and construction for the Kent County Resource Recovery Facility to meet anticipated capacity and regulatory requirements. The Department consists of two separate divisions, Wastewater Facilities and Engineering.

The Wastewater Facilities Division maintains over 465 miles of sewer infrastructure, 104 pump stations, and treats all sewage in Kent County. The treatment plant is operated and staffed 24 hours a day, including on-call personnel for any emergencies such as sewer breaks, sewer backups, and pump station failures. The treatment plant accepts and treats wastewater from Smyrna, Camden - Wyoming, Clayton, Cheswold, Dover, Bowers Beach, Felton, Frederica, Hartly, Harrington, Kenton, Leipsic, Little Creek, Pickering Beach, Milford and the Dover Air Force Base. The Wastewater Facilities Division assures compliance with all State and Federal Permits pertaining to surface water discharges, biosolids land application and air emissions.

The Engineering Division is responsible for designing sewer infrastructure for Kent County sewer districts, as well as sewer plan review for all major subdivisions and sewer district expansions. Other responsibilities of the department include trash district formation and oversight of the vendor contracts which provide trash pick-up and streetlight district formation and management. With over 17,000 trash customers, our office oversees the delivery of cans to new customers, repair and replacement of garbage cans, and coordination of trash pick-up with the vendors. Additionally, Kent County contracts streetlight service for many developments and communities throughout Kent County.



## THE POSITION IN BRIEF

The Director of Public Works leads the County's Department of Public Works. The Department of Public Works has two Divisions: Engineering and Wastewater Facilities (WWF). The Department is unusual in that there is no Road Maintenance Division. The Wastewater Facilities Division supports a regional wastewater treatment plant and an extensive infrastructure of pumping stations and sewer mains. The Director performs executive-level management and administrative tasks, supervising Divisional Managers and the County Engineer. The Director also oversees substantial operating and capital projects, ensuring projects are completed on time and on budget. The Director updates and maintains operating policies and procedures, leads the strategic planning process for Divisions, and coordinates with the County's Sewer Advisory Board and other stakeholders. The Director represents DPW in front of public bodies including the Levy Court Commissioners. The Director is appointed by, reports to, and is evaluated by the County Administrator.

The department has a budget of approximately \$36 million including capital projects. Approximately 73 employees work within the department. All production and maintenance laborers of the WWF Division are participants in the Communications Workers of American (CWA) AFL-CIO Local 13101. The former Director was transitioned to the County Engineer position and is planning to retire. She will support the new Director in assuming their role allowing for a smooth, informed transition.



## DUTIES AND RESPONSIBILITIES

- Effectively leads the Department of Public Works. This includes supervisory/managerial responsibilities related to assigned personnel including planning, assigning, and directing work, establishing deadlines, appraising performance, counseling with employees, and addressing complaints and resolving problems.
- Coaches, counsels, mentors, trains, and develops assigned staff to maintain a highly effective team and a positive working environment. This includes working with the team to achieve organizational goals and maximize the professional development of assigned employees.
- Represents the County and/or the Department with internal and external stakeholders in matters related to Public Works. Serves as liaison between County and individuals and groups in the private and public sector on Public Works-related issues.
- Plans, directs, and coordinates the work of DPW Divisions. This includes ensuring that DPW delivers world-class customer service both internally and externally.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Oversees professional engineering work performed internally or by third-party engineers involving the design, scheduling, construction, operation, and maintenance of various capital, wastewater, sewer line and related projects.
- Prepares and submits proposed annual operating and capital budgets and long-range capital investment programs (CIPs).
- Manages annual and individual projects including conducting complex research and working with the senior management team on interdepartmental projects, programs, and initiatives.
- Prepares complex memos and presentations on DPW-related matters for the Levy Court Commissioners and other stakeholders.
- Ensure regulatory compliance in all operational areas.
- Coordinates activities with other departments, agencies and municipalities as required.
- Administers and enforces the sewer code, and makes recommendations as needed.
- Supervises departmental purchasing including drafting and releasing Requests for Bids (and Requests for Proposals).
- Works with vendors and contractors as necessary to ensure successful project completion.
- Provides a high level of communication to the County Administrator on DPW matters.
- Monitors progress on public works projects and other capital improvements.
- Directs assistance during countywide emergencies such as hurricanes and floods.
- Manages contractual services and vendor relations.
- Recommends, reviews and monitors the work of consultants.
- Performs related work as required.

## CHALLENGES AND OPPORTUNITIES

- The Long-Range Wastewater Plan and HDR Analysis Report were recently completed. The new Director will need to develop long-term goals and a plan for achieving those goals and implementation of each.
- Presently, the County has a significant backlog of projects currently budgeted and in progress. The new Director will need to oversee the completion of the on-going projects as well as develop a timeline for completion.
- The Biosolids Capacity Expansion Project is nearing the end of design. The new Director will manage the multi-contract approach underway for engineering design, equipment procurement, building construction, and equipment installation. Plans and construction documents are underway for building construction and equipment installation as separate contracts.
- Funding of Carrolls Plaza Forcemain Replacement Project will require a phased funding approach.
- Congressionally Directed Spending (CDS) was not approved by the Appropriations Committee. The new Director will need apply to the Delaware Department of Natural Resources and Environmental Control (DNREC) for a wastewater matching planning grant and may reapply for Congressional Directed Spending.
- The County received significant ARPA funding. The new Director will oversee the completion of the projects that are currently underway.
- The County has infrastructure which has deteriorated or reached life expectancy. The new Director will develop a strategy for investigation, repair and replacement of aging infrastructure and expansion of the County sewer system.
- Kent County's population continues to increase annually. The new Director must develop a strategy for expansion of existing wastewater treatment facility to ensure capacity for new growth and development.

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## CANDIDATE QUALIFICATION CRITERIA

### Minimum Qualifications

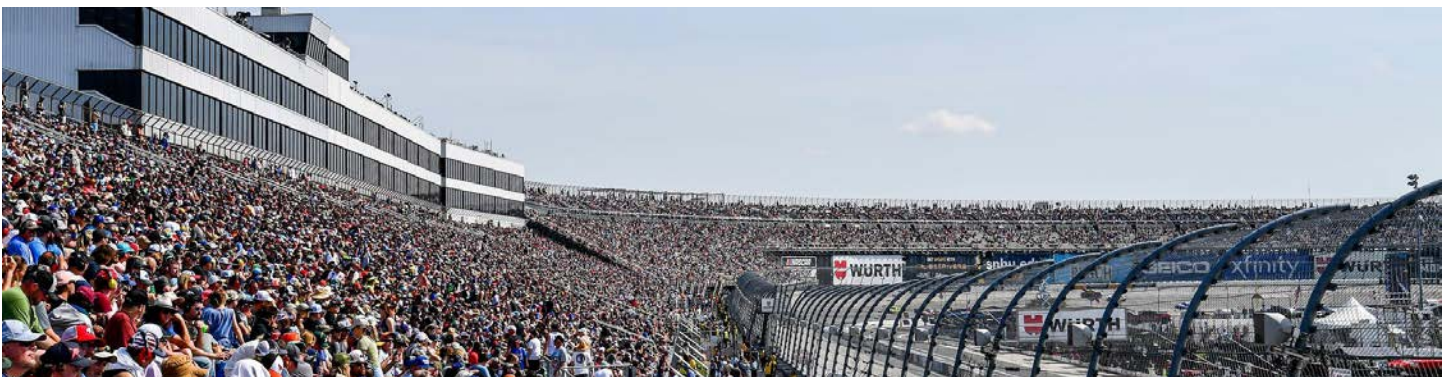
The minimum educational requirements for this position are:

- A bachelor's degree from an accredited University. Preferably, a bachelor's degree in engineering or an engineering-related field.
- Advanced degrees in multiple disciplines and/or specialized curriculum in wastewater or environmental operations is beneficial.
- Ten (10) years of progressively responsible experience in Public Works or a comparable private sector area to include five (5) years of supervisory experience.
- Certification as a Professional Engineer (PE), working experience in wastewater treatment, and experience working in a municipal or county Public Works department is a plus.
- Must possess and maintain a valid state driver's license with an acceptable driving history.



## TECHNICAL SKILLS AND MANAGEMENT STYLE

- Is an inspirational leader for the Public Works team. Possess the ability to work collaboratively and empower staff by valuing their work and solutions for improvement.
- Possesses strong project management skills and has the demonstrated ability to deliver complicated projects on time and within budget.
- Possess a wide-ranging knowledge of design, construction, and maintenance of sewage and drainage systems.
- The ability to forge productive and harmonious relationships with a variety of stakeholders including customers of the district and private engineering firms.
- Possess advanced computer skills including proficient use of an engineering calculator, proprietary software, CADD, as well as Microsoft Office products such as Word, Excel, Outlook and other software programs.
- Possess advanced math and analytical skills to assist in daily engineering/project management activities, preparation of grant applications, short-term and long-term financial forecasting and similar concepts.
- Possess excellent interpersonal and communication skills both verbally and in writing. Includes the ability to prepare and make public presentations regarding County projects, regulatory matters and/or other items.
- Possess high-level problem-solving and decision-making abilities to include, compilation and evaluation of relevant data, current conditions and consideration of impacts to the County and stakeholders.
- Ability to multi-task on a continual basis, work in a fast-paced environment, address unanticipated task changes and refocus after interruptions.
- Capable of program and process analysis, including level of service standards, and have a demonstrated ability for recommending changes to improve efficiency and effectiveness.
- Offer creative solutions when problem solving. Be open to changing the approach to improve performance and efficiency.
- Possess the ability to work collaboratively and empower staff by valuing their work and solutions for improvement.
- Possess a sound understanding of the technical aspects of infrastructure improvements enabling successful completion of each.
- A record of continuing education and training to keep up to date with innovative management solutions and effective analysis methods.
- An effective communicator able to relate highly technical and complex information to a wide variety of audiences.
- Someone that is knowledgeable of the current and future leaning best practices in water, wastewater, related EPA regulations, and able to translate theory into practice to benefit the organization and community.
- An individual that is personally committed to customer service and able to instill that value throughout the department.



## COMPENSATION AND BENEFITS

Kent County offers a competitive benefits package. The starting salary range is \$145,900 - \$160,000 +/- DOQ and experience. Kent County provides an excellent and comprehensive benefits package that includes paid vacation, sick time, holiday time, personal time, medical, dental, vision, and life insurance participation the County's Pension Fund.

## HOW TO APPLY

Apply online at [www.GovHRjobs.com](http://www.GovHRjobs.com) with a resume, cover letter and contact information for five professional references by January 10, 2025. Confidential inquiries may be directed to Riccardo (Rick) Ginex, MGT Approved Independent Executive Recruiter, at Tel: 847-380-3240, ext. 160.

Kent County is an Equal Opportunity Employer.

The logo for MGT (MGT Management Group) is displayed in white, bold, sans-serif capital letters on a dark blue rectangular background. The letters 'M', 'G', and 'T' are stacked vertically. The 'G' is stylized with a small blue square at its base, and the 'T' has a small blue square at its base as well. The background of the entire page is a photograph of a large, flowering cherry tree in full bloom, with a modern building visible in the background under a clear blue sky.