



Thank you for your interest in pursuing a career with the Bedford Regional Water Authority (BRWA). The BRWA is looking for qualified candidates to fit our culture and fulfill our mission "To provide high quality water and wastewater services to the community."

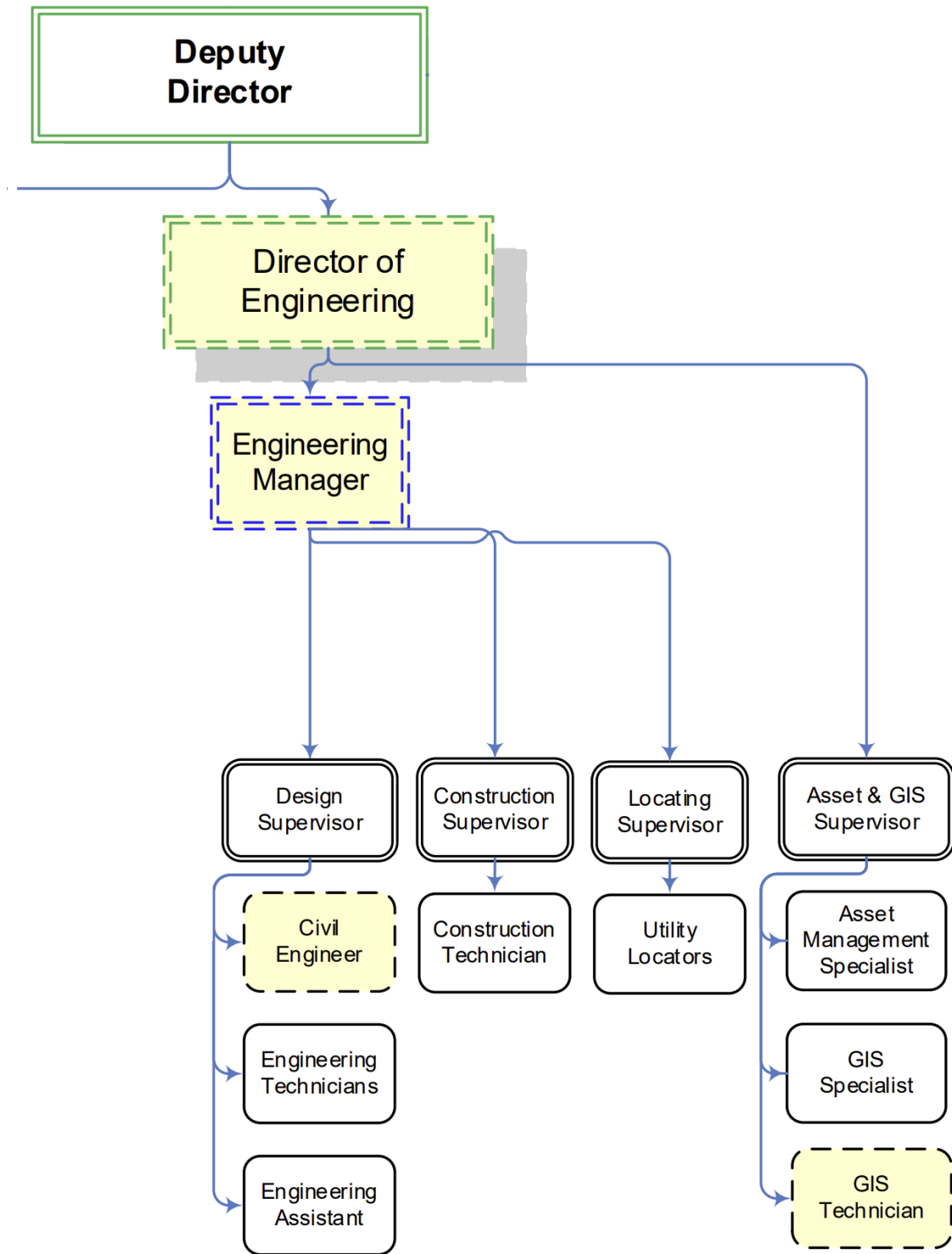
For this role, we will be hiring one position, to be filled based on the qualifications and experience of the selected candidate. Preference will be given to candidates who fit the Director of Engineering role, with consideration for those with strong leadership and experience meeting the qualifications of the Engineering Manager role.

Please review the job descriptions in this document to see which one may be most suited to your background. You can select the bookmarks tab on the left-hand side to navigate through the job descriptions to determine the one that best fits your qualifications and experience. Please see the following page for the organizational chart reflecting the roles of each position and those that each would oversee.

When you apply, please indicate which position you are applying for by writing either Director of Engineering or Engineering Manager in the appropriate field. Our hiring team will review applications and set up interviews with select candidates. After interviews, the hiring team will determine which candidate is best suited for the position and our team and make an offer at the level the person best fulfills.

We are excited to review your accomplishments and thank you again for your interest in the BRWA!

Engineering Division Organization
([Policy 1.50 Org Chart](#))



Director of Engineering Job Description

Role:

Performs leadership with the supervision and direction of the organization. Oversees the operation and staff of the Engineering Division, manages and coordinates department projects, and develops strategic plans. This position reports to the Deputy Director; supervision is exercised over assigned departments.

Essential Functions

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.

- Provides direction and oversight to direct reports, including performance evaluation and development recommendations.
 - Monitors departmental operations and performance and recommends or implements changes to procedures and personnel.
 - Collaborates on budget preparation and ensures adherence to approved budgets.
 - Contributes to the development, review, and implementation of policies.
 - Assists with oversight of the capital improvement program in coordination with department managers, ensuring alignment with strategic goals.
 - Leads planning, budgeting, and prioritization of water and sewer line replacement projects, including multi-year forecasting and reporting.
 - Provides strategic direction for asset management and Geographic Information System (GIS) programs, ensuring data is collected and maintained in formats that support cross-departmental accessibility and operational efficiency.
 - Supports other departments with technical engineering expertise and coordinates consultant assistance when appropriate.
 - Serves as an Authority representative in meetings and correspondence regulatory agencies, including the Virginia Department of Health (VDH) and Virginia Department of Environmental Quality (DEQ).
 - Collaborates with other Directors on organizational challenges; assists with the formulation and implementation of solutions.
 - Perform other duties as assigned by the Deputy Director.
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Minimum Qualifications

- Bachelor's degree in engineering.
- Minimum of ten (10) years of experience in the design and management of water and sewer infrastructure projects
- At least five (5) years of supervisory or leadership experience managing engineering staff.
- Registration as a Professional Engineer (PE) in Virginia.
- Knowledge of AutoCAD, hydraulic modeling, GIS applications, and asset management systems.
- Strong understanding of the design, construction, maintenance, and operation of water and sewer facilities.

- Familiarity with procurement requirements under the Virginia Public Procurement Act.
- Familiarity with water and sewer funding programs through VDH, DEQ and Southeast Rural Community Assistance Project (SERCAP) preferred.
- Valid driver's license in the Commonwealth of Virginia.

Additional Information

- This is a supervisory position that requires the supervision of numerous skilled and technically proficient employees in the Engineering Division.
- The position typically requires working Monday through Friday from 8:00 am to 5:00 pm with a one (1) hour lunch break.
- This position requires some attendance at night and weekend events.
- This is primarily an on-site position; however, this position may be eligible to work remotely up to one (1) day per week, subject to approval under the Telecommuting Policy.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This classification involves occasional physical agility requirements such as climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasional
Up to 25	Seldom
Up to 50	None
Up to 100	None
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	None
Work in high, precarious places	None
Toxic or caustic chemicals	None
Outdoor weather conditions	Occasional
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Low

Employment Eligibility/Work Authorization Requirements:

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

Condition of Employment:

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Print Name

Date Signed

Signature



Department: Engineering
[Pay Band](#): # 12
[FLSA Status](#): Exempt

Engineering Manager Job Description

Role:

Performs work managing engineering and construction contracts for capital improvement projects, overseeing design and implementation of water and sewer projects, supervising personnel performing engineering design and plan reviews, project field reviews, utility locating, and any work as apparent or assigned. This position reports to the Deputy Director.

Essential Functions

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.

- Oversees and supervises department personnel which includes hiring, training, planning, assigning, directing, coordinating and evaluating their performance; rewarding and disciplining employees; addressing complaints and resolving problems.
 - Manages and maintains annual contracts for water and sewer construction services and engineering services.
 - Oversees and participates in development of project estimates, budget requirements, design, and specifications for capital improvement and replacement projects.
 - Provides technical guidance on engineering designs and analyses, with direct support and mentorship to department personnel holding engineer-in-training (EIT) designations.
 - Provides recommendations and implements innovative solutions in design, construction, procedures, policies, and processes to best serve the interests of the Authority and optimize resource utilization.
 - Interprets and enforces departmental policies, procedures and guidelines; makes effective independent decisions on day-to-day issues that do not require team discussion, input or agreement.
 - Oversees the development, review, and updating of technical standards and specifications, ensuring compliance with applicable regulations and industry standards; collaborates with other departments to ensure Authority specifications meet operational needs.
 - Serves as an Authority representative in meetings and correspondence with regulatory agencies, including the Virginia Department of Health (VDH) and Virginia Department of Environmental Quality (DEQ).
 - Works with management staff to foster a culture of integrity, teamwork, and collaboration.
 - Prepares and monitors departmental budget.
 - Perform other duties as assigned by the Deputy Director.
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Minimum Qualifications

- Bachelor's degree in civil engineering or related field.
- Minimum of six (6) years of experience in water and wastewater design, project management, capital planning, construction, and/or construction management.
- Minimum of two (2) years of supervisory or management experience related to engineering and construction projects, or an equivalent combination of education and experience.
- Professional Engineer (PE) license upon hire.
- Proficient in the use of AutoCAD® and Microsoft Office®.
- Experience with geographical information systems (GIS) and water and wastewater modeling software preferred.
- Working knowledge of water/sewer construction techniques, methods, and procedures, including familiarity with construction terminology and symbols.
- Strong oral and written communication skills, with the ability to effectively interact with internal and external stakeholders.
- Strong organizational, analytical, and prioritization skills to effectively coordinate the activities of staff.
- Working knowledge of procurement requirements under the Virginia Public Procurement Act.
- Familiarity with water and sewer funding programs through VDH, DEQ and Southeast Rural Community Assistance Project (SERCAP) preferred.
- Demonstrated management skills to effectively train and supervise staff on policies, procedures and systems.
- Valid driver's license in the Commonwealth of Virginia.

Additional Information

- Supervision is exercised over assigned department.
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Signature