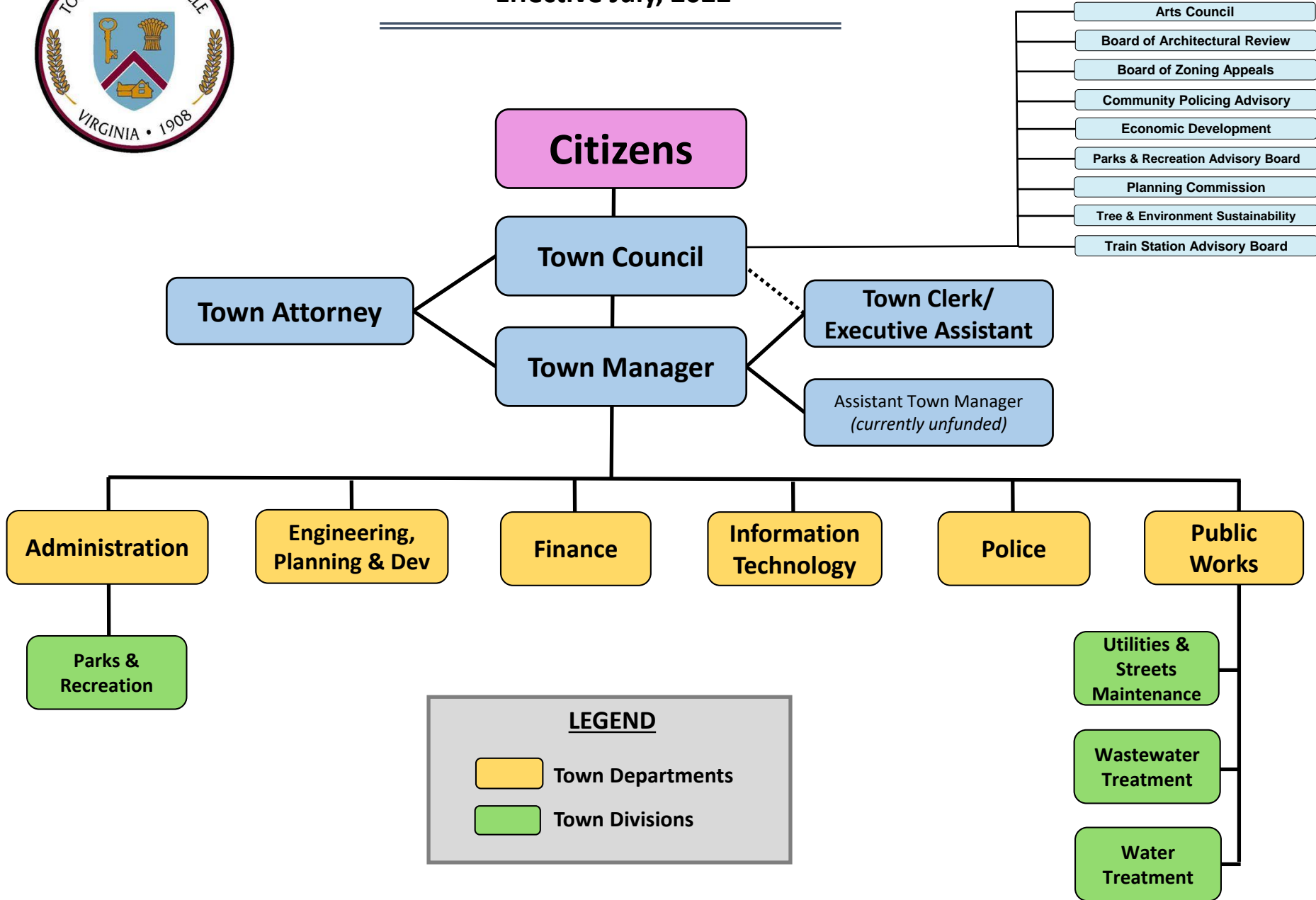




# Town Organization Chart

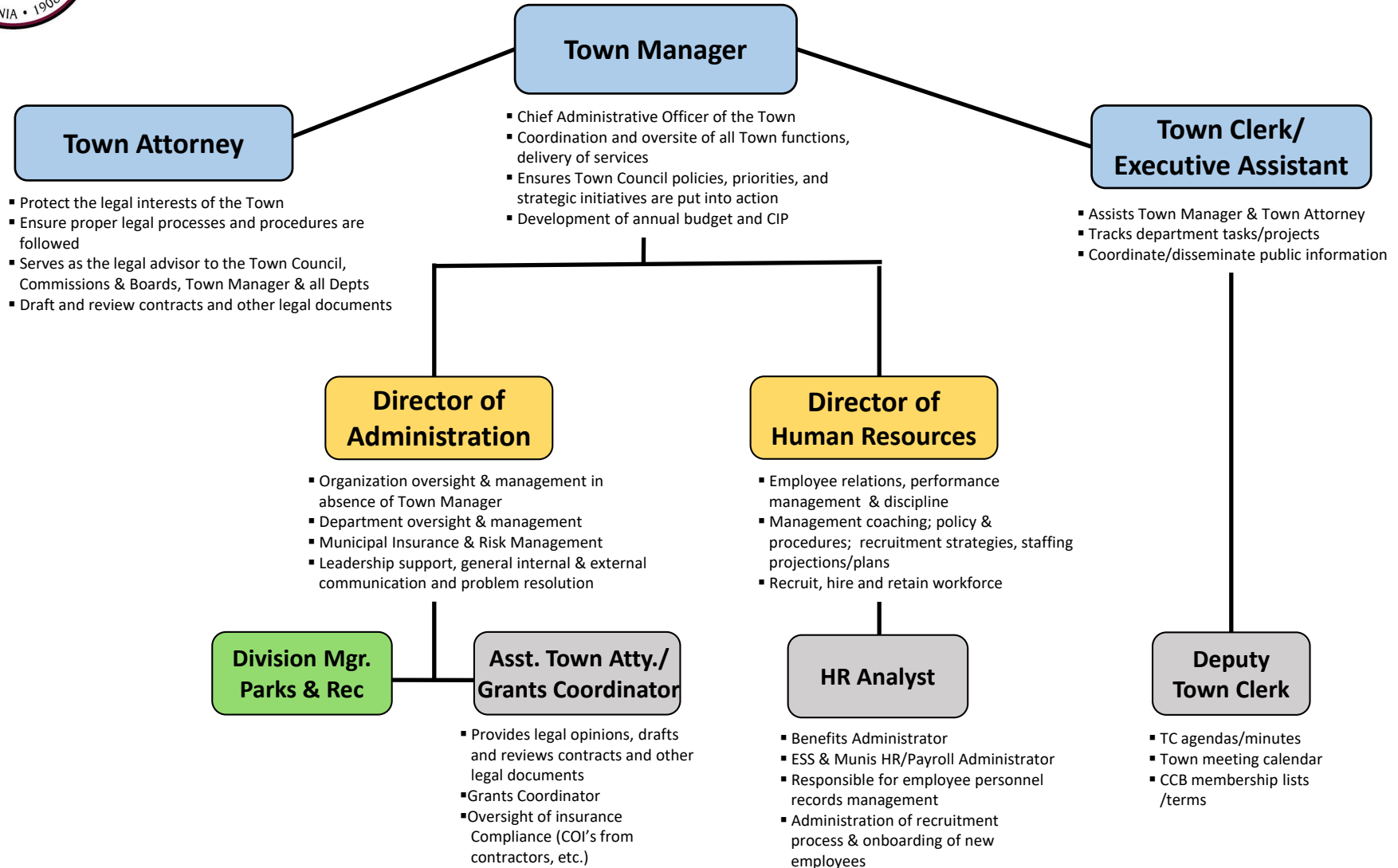
Effective July, 2022

## Boards, Commissions & Committees





# Administration





# Engineering, Planning & Development

## Director of Engineering, Planning & Development

- Overall management and coordination of the dept
- Manages certain capital projects, prepares grant applications for VDOT Revenue Sharing, Loudoun County capital projects grants, federal funding, with assistance from CP management

### Director of Planning & Economic Development

- Works with Senior Planner to coordinate with developers, promote economic development within the Town
- Reviews site plans

### Capital Projects Coordinator

- Manage capital projects, especially those with VDOT or Federal funding
- Submits reimbursement requests as needed
- Tracks projects throughout, from concept to construction and final completion

### GIS & Special Projects Coordinator

- Coordinate updates to the GIS as needed
- Provide mapping assistance and GIS assistance to department as needed
- Research deeds & easements, especially for water/sewer in cooperation with PW maintenance
- Review plans, especially fence permit applications
- Limited Capital Project management

### Site Inspector

- Inspection of water, sewer, and roadway infrastructure for both private and public projects
- Grease & Grit policy tracking and enforcement as needed
- Cross Connection control tracking and enforcement as needed
- Right-of-way permit review, tracking, inspection, coordination with applicants
- Paving replacement program coordination

### Asset Management Coordinator

- Evaluate assets at all Town facilities, in cooperation with PW Director & Superintendents
- Assign values, useable life, time for replacement and estimated cost
- Work with dept mgmt to repair/replace assets, track the replacements and keep the asset mgmt listing up to date
- Serve as backup to the Site Inspector as necessary
- Capital asset replacement plan for all infrastructure, facilities and assets

### Planning Operations Coordinator

- Administration of CCB's, attendance at night meetings
- Preparation of agendas and minutes
- Customer service and general administrative assistance for dept.

### Senior Planner

- Plan review, Comprehensive Plan coordination, zoning and other ordinance revisions
- Liaison for (3) CCB's

### Permit & Code Enforcement Coordinator

- Receives permit applications, sends applications to reviewers including outside referral agencies
- Tracks review comments and coordinates with applicant and P&Z Administrator

### Facilities Specialist

- Repair/replace and assist in identification of needs at each of the Town Facilities
- Assist with inspections from outside sources as needed to identify needs and costs



# Finance

## Director of Finance

- Department oversight & management
- Munis ERP Project Exec Sponsor
- Financial Admin & Coordination of Financial Advisors
- Long term fiscal planning & credit rating
- Treasury Management & Investment

## Assistant Director

- Management of Revenue Team
- Support to Department Director
- Munis ERP Project Manager
- Revenue Analysis

## Sr. Accounting Technician

- Utility Billing & Acct Management
- Munis Utility Billing Administrator
- Customer Service
- Customer Operations Lead

## Procurement Specialist

- Compliance - Town Procurement Policy & Public Procurement Act
- Manage formal solicitation process
- Munis Procurement Administrator
- Procurement support to all depts
- Purchase order management

## Financial Analyst

- Budget & CIP Development & process
- Munis Budget Administrator
- Budget document & GFOA award
- Financial analysis

## Accounting Manager

- Management of Accounting Team
- Munis Accounting, Open Finance & HR/Payroll Lead Administrator
- General ledger management
- Manage annual audit, CAFR prep & GFOA award
- Financial analysis & CIP

## Accounting Technician (A/P)

- Invoice processing
- Vendor account maintenance
- Payment distribution

## Payroll Specialist

- Payroll processing
- Munis HR/Payroll Implementer
- Accounts payable
- Fixed asset inventory & database
- Procurement backup

## Accounting Specialist

- Business License Lead
- Munis Business License Administrator
- Tax research & adjustments
- Customer service

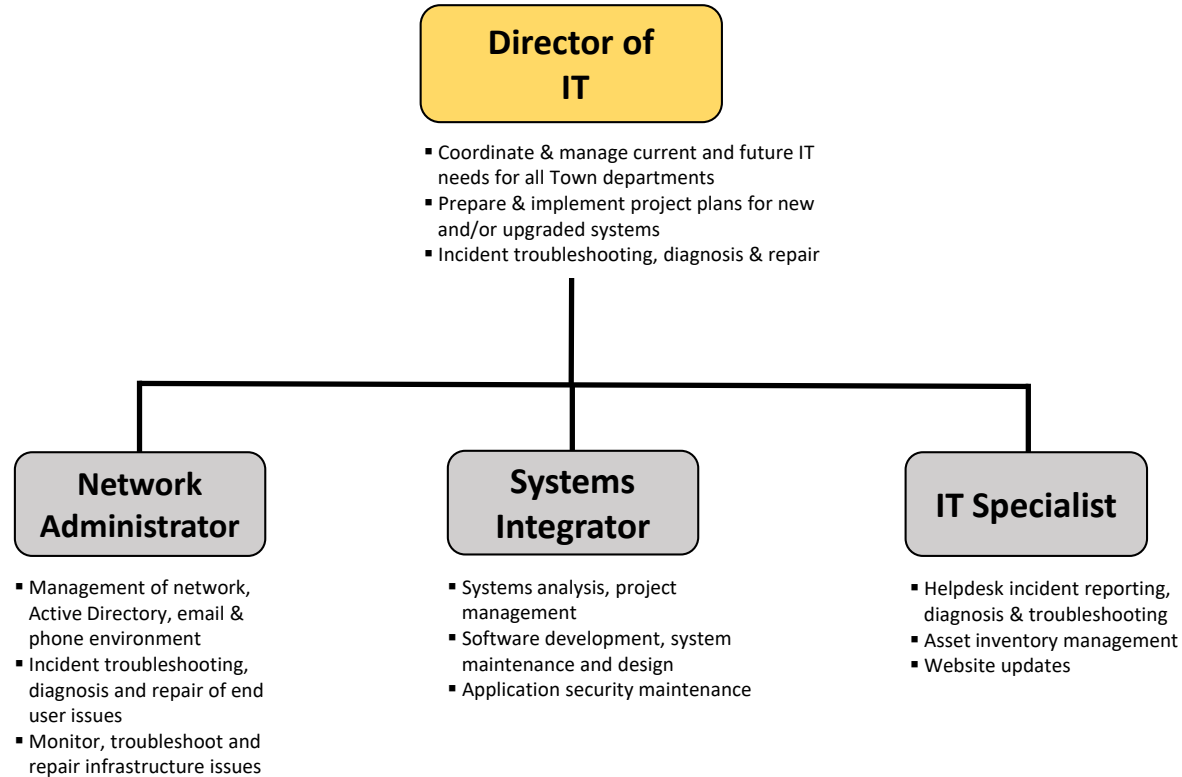
## Accounting Technician (2)

- Customer service & front desk
- Meals Tax & Misc Receivables Lead
- Records Management
- Payment processing



# Information Technology

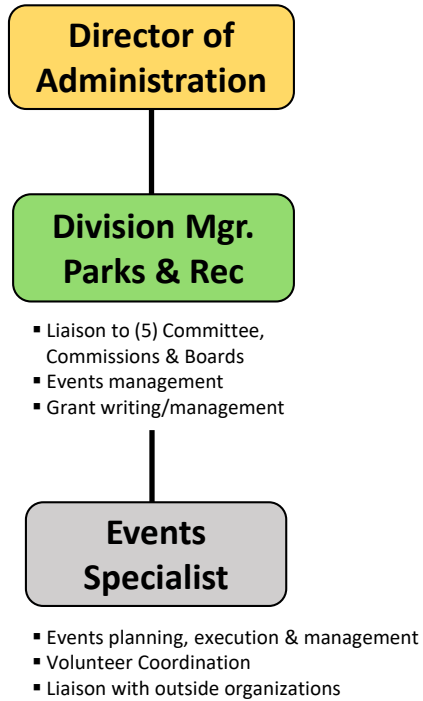
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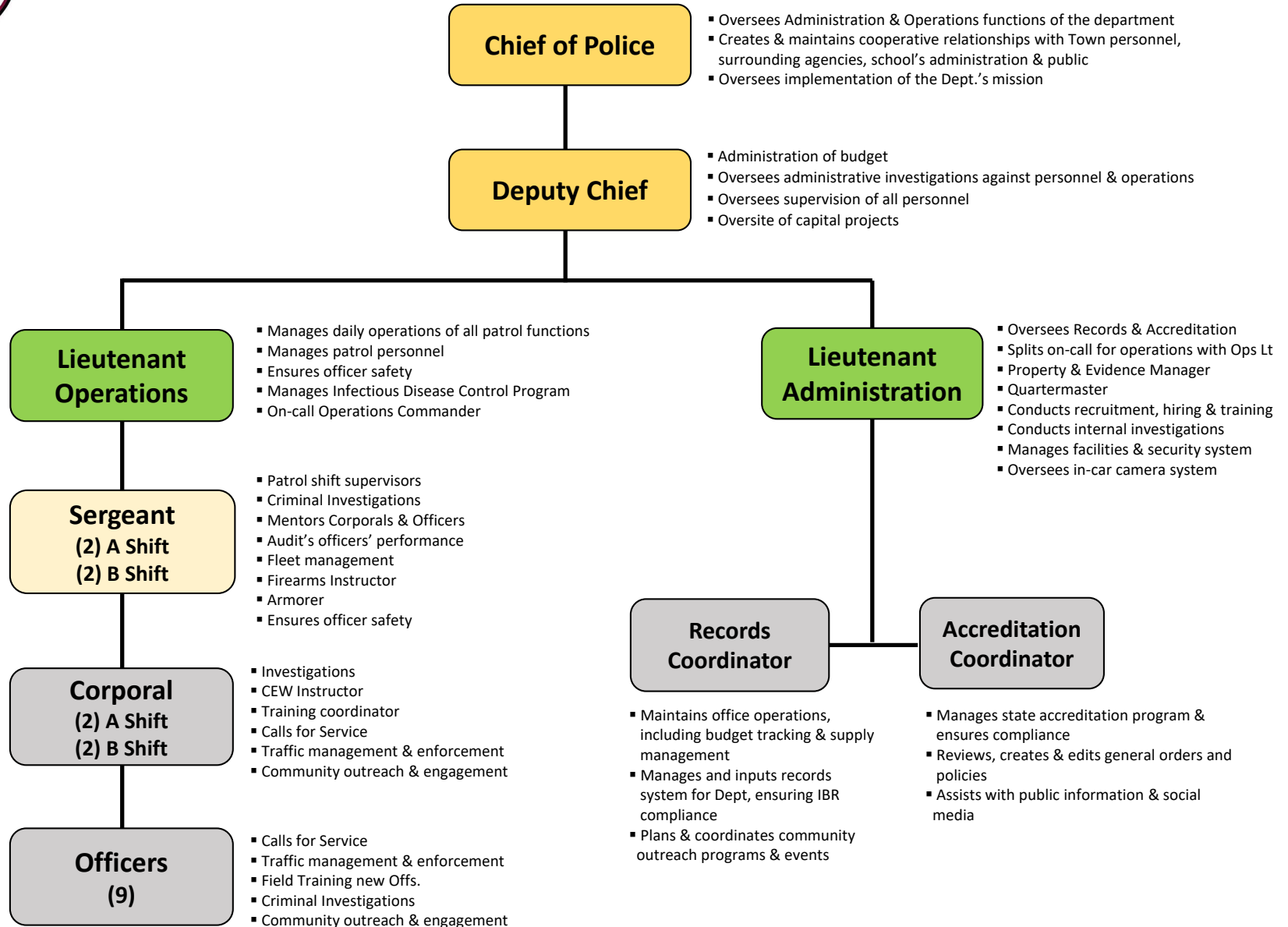
# Parks & Recreation

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# Police





# Public Works – Utilities & Streets Maintenance

**Director of Public Works**

- Public Works liaison for Town Office, Council, Mayor & residents
- Attend various meetings as PW representative
- Responsible for all operations, budget development and tracking, and quality assurance/control

**Maintenance Superintendent**

- Oversees utility infrastructure maint., upgrades & repairs.
- Oversees fleet purchases and repairs
- Maintains beehive work order system
- Oversees buildings, ground maint & repair activities
- Checks projects for progress & conformance to work plans & orders

**Public Works Coordinator**

- Assists Director w/scheduling, project tracking, and budget management
- Fields and resolves customer complaints
- Assists in fleet management & maintenance scheduling and operations

**Team Lead Streets & Maintenance**

- Supervises team responsible for repairs & maintenance of streets;
- Landscaping & mowing contract management

**Team Lead Utilities**

- Supervises team responsible for installation, repair & maintenance of water distribution & sewage collection system - assists with repairs
- Preventative maintenance & planning

**Meter Technician**

- Installs & repairs water meters
- Reads meters for billing purposes
- Turns service on & off

**Utility Maintenance Technician**

- Preventative maintenance on facility & all equipment
- Repair equipment
- Maintenance cost tracking

**Maintenance Mechanic**

- Maintain town vehicles & equipment
- Support utility & street crews
- Snow removal

**Maintenance Technician (2)**

- Maintain easements
- Mows, trims & Landscapes facilities & VDOT ROW
- Snow removal

**Maintenance Technician (3)**

- Maintain water/ sewer distribution & transmission lines
- Maintain easements
- Clean storm drains & catch basins
- Snow removal





# Public Works – Wastewater Treatment

**Director of  
Public Works**

**Wastewater  
Superintendent**

- Plans, organizes and directs the operation of the WWTP & related facilities
- Monitors and administers the division budget; prepares annual operations budget & assists in the capital projects budget
- Ensures plant efficiency
- Prepares and submits operational reports

**Sr. Lab  
Technician (1)**

- Analyze all permitted samples
- Prepares and maintains technical reports on results of analyses conducted - Ensures all compliance & quality assurance standards are met
- Develops lab budget & orders necessary supplies for both plant and lab
- Performs routine chemical, biological & physical analysis of wastewater samples to ensure compliance with permitting requirements
- Trains & certifies all staff on laboratory testing
- Maintains barcode asset inventory for WWTP and lab items

**Lab  
Technician (1)**

- Performs routine chemical, biological & physical analysis of wastewater samples
- Responsible for Plant Chemical Safety Data Sheet (SDS) program
- Performs routine chemical, biological & physical analysis of wastewater samples
- Performs and records chemical lot verifications, thermometer accuracy checks & pipette accuracy verification

**Class I  
Operator (1)**

- Ensures operational compliance of the WW plant and solids handling
- Prepares operational reports
- Oversees monthly operation training sessions
- Maintains the asset management /maintenance program

**Class II  
Operator (2)**

- Orders chemicals and assists in preparing the chemical budget
- Mentors operators
- Operates WW facility and solids handling facility

**Class III/IV/Trainee  
Operator (2)**

- Operates WW facility and solids handling facility
- Performs process lab testing and makes process control adjustments
- Performs maintenance/recovery cleans on membranes



# Public Works – Water Treatment

