

WEIRTON AREA WATER BOARD
Municipal Water Utility in West Virginia

The WAWB is seeking a Director of Water Services.

Reports To: Weirton Area Water Board

WATER SYSTEM SUMMARY:

The Weirton Area Water Board water system consists of a Class IV water treatment plant serving a population of 20,000 daily, rated at 8 million gallons daily, in and around the City of Weirton in Hancock and Brooke Counties in West Virginia.

POSITION SUMMARY:

The Director of Water Services provides overall administrative, operational, and technical leadership for the Weirton Area Water Board. This position is responsible for overseeing the daily operations of the municipal water treatment and distribution system, ensuring long-term fiscal health, managing capital projects, and maintaining strict regulatory compliance with state and federal drinking water standards.

KEY RESPONSIBILITIES:

- *System Operations and Compliance: Direct the continuous operation and maintenance of the water treatment plant, pump stations, storage tanks, and distribution network. Ensure strict compliance with the West Virginia Bureau for Public Health, US EPA regulations, and Safe Drinking Water Act standards, as well as WV Public Service Commission regulations for water utilities, and NFPA standards for fire protection for the city.

- *Executive Leadership and Board Relations: Attend all Water Board and City Council meetings, provide operational updates, advise on policy decisions, and execute Board resolutions. Prepare clear, concise reports on system performance, water quality, and departmental needs.

- *Financial Management and Planning: Prepare and oversee the annual operating and capital budgets. Present monthly financial status reports at WAWB meeting. Develop long-range capital improvement plans (CIP) to address asset management, infrastructure upgrades, and system modernizations.

- *Procurement and Project Oversight: Lead the selection, procurement, and management of engineering firms, contractors, and specialized vendors in compliance with West Virginia procurement statutes (including qualifications-based selection for professional services). Oversee ongoing construction

projects to ensure alignment with specifications, timelines, and budgets.

*Public and Regulatory Relations: Serve as the primary liaison to regulatory agencies, neighboring municipal entities, utility customers, and the public. Respond effectively to customer concerns, water quality inquiries, and public health notifications.

MINIMUM QUALIFICATIONS:

- *Education and Experience: Bachelor's Degree in Civil Engineering, Environmental Engineering, Public Administration, or a closely related field, paired with progressive leadership experience in municipal water utility management. Extensive practical experience in water utility operations may substitute for formal degree requirements where appropriate.
- *Licensing and Certification: Valid West Virginia Professional Engineer (P.E.) license preferred, or possession of (or ability to obtain) the highest level of West Virginia Drinking Water Operator Certification (Class IV), preferred but not required. Valid driver's license required.
- *Technical Knowledge: Strong background in water treatment technologies, distribution system hydraulics, asset management, state regulatory frameworks, and municipal budgeting processes. Understanding of the municipal bonding, financing system.
- *Salary and Experience: Minimum of 5-7 years of progressive management experience in water utilities
- *Salary Range: Annual \$85,000.00 to \$95,000.00 commensurate with experience

CORE BENEFITS:

- *Vision care – coverage for vision-related expenses
- *Dental insurance – standard dental coverage for employees
- *Life insurance – typically \$50,000 coverage, with the option to purchase additional coverage
- *Health insurance – standard medical coverage for employees
- *Vacation time – paid vacation days based on job classification and length of service
- *Sick days – paid sick leave for eligible employees
- *Personal days – paid personal leave for employees
- *Retirement

Interested candidates should submit resume to the Weirton Area Water Board, 125 East Bellevue Drive, Weirton, WV 26062, by September 30, 2026