

# Utility Administration Division

1385 Russell Branch Parkway SE  
Leesburg VA 20175-4732  
703-771-2750

## Hours of Operation

Monday through Friday  
8:30am to 5:00pm

## After Hours Emergencies:

**Call 703-771-4500**

The Utility Administration Division (UAD) provides relevant administrative support and capital projects management in the areas of water treatment, sewage treatment, and the Utility Maintenance divisional operations. UAD performs utility billing operations, prepares and coordinates budgets, administers system upgrades, improvements, and expansions.

The Division aids in the administration of the Commonwealth's Environmental Compliance through Cross Connection Control and the Sewer Use Ordinance. Water quality, water conservation, sanitary sewer system protection, and backflow prevention awareness are some of the Division's ongoing Public Education programs.

Engineers within the Division review site plans, subdivision plats, and other land development applications for compliance with the Town's Design and Construction Standards Manual, (DCSM), and Virginia Department of Health, (VDH), and Virginia Department of Environmental Quality, (DEQ), regulations.

Inspectors within the Division provide quality assurance / quality control (QA/QC) inspections of all work pertaining to the Town's water distribution and sewer collection systems as well as project management support to the Office of Capital Projects (including plan review and inspections).

UAD is responsible for fire hydrant maintenance, locating and marking water and sanitary sewer lines (MISS UTILITY) for contractors working in the Town's service area, water meter installations for new services, and maintaining the automated meter reading system.

The Division maintains an accurate and efficient water metering system for our customers. The STAR Wide Area Fixed Network Automatic Meter Reading System requires no meter readers, vans, or handhelds. STAR Meter Transmitter Units are compatible with all Town water meters, and read the customer's meter twice each day. These readings are sent over a secure, FCC licensed radio channel to STAR Data Collector Units, which in turn send them to a secure Network Control Computer. Powerful software organizes the readings into a rich database of customer information for accurate customer billing.

