



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### DIRECTOR, GENERAL SERVICES

*FLSA Status: Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs difficult professional and administrative work overseeing fleet management, buildings and grounds, and contractual activities; does related work as required. Work is performed under general supervision. Supervision is exercised over all personnel in the Fleet Management and Buildings & Grounds Departments.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, organizing, directing, supporting, reviewing and executing all programs for the maintenance and repair, construction and remodeling of building facilities to include all buildings owned by Prince George County; planning, organizing, directing, reviewing, and executing all work involved in the contracted services of the County; planning, supporting, reviewing, organizing, and executing all programs for the repair and maintenance of a wide variety of gasoline and diesel automotive, construction, and mechanical equipment..**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Oversees the division of Buildings and Grounds and County Fleet maintenance staff;

Provides leadership either directly or indirectly to County fleet and buildings and grounds maintenance staff;

Maintains all documentation on County fleet;

Manages contractual services to include, but not limited to engineering, custodial operations and all other professional maintenance;

Serves as project manager on major facilities projects; reviews contract specifications and monitors performance and budgetary compliance by vendors.; Receives and answers employee and departmental agency maintenance request, performs research as to the nature/cause of subject and to secure related information; develops recommendations for new programs, revision, policy modifications and ordinances for presentation to the County Administrator and Board of Supervisors;

Performs supervisory duties as necessary including assigning and reviewing work; program planning; maintaining standards; coordinating activities; allocating personnel; acting on all employee matters;

Coordinates submission of assigned departmental budgets to County Administrator; assists assigned departments with budget formulation as needed;

Coordinates and provides support for all county sponsored and employee special events;

Oversees agency initiative concerning energy and environmental conservation and recycling;

Maintains regulatory compliance of County assets and properties;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver's License;

Performs related tasks as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of the principles and practices of building and ground maintenance, fleet management, and contract work; ability to research and prepare reports; ability to develop technical specifications for requests for proposals; ability to express ideas effectively, both orally and in writing; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with County and municipal officials, associates and the general public.

#### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in facilities maintenance, building trades and considerable experience managing maintenance and repair facilities, production of budgets, reports, and analytical presentation of technical information, maintenance of public organizations specifically with building maintenance and fleet operations.

**SPECIAL REQUIREMENTS:**

Possession of Facility Manager (CPM) or Plant Engineer (CPE) certification preferred.