

## **Public Works/Facilities Manager**

### **Description:**

Position is responsible for managing the county owned facilities (not including school system), wastewater systems, convenience centers and solid waste collection functions. Local Government and Private Sector experience desired.

### **Essential Job Functions:**

#### **1. County Facilities**

- Lead the development and implementation of the County's Strategic Facilities Master and Capital Improvement Plans.
- Identify opportunities for cost-effective investment in building operation systems and maintenance services.
- Assess and recommend priorities for improving facilities operations.
- Inspect facilities and direct or take corrective action for operational, mechanical, or electrical malfunctions to assure facilities are maintained, i.e. HVAC, interiors, doors, floors, windows, electrical, exteriors, paint, roofs, and landscaping.
- Oversee snow removal and preparation of county facilities and parking lots for inclement weather.

#### **2. Convenience Centers and Solid Waste Transportation**

- Hiring, supervising and scheduling of full-time solid waste transportation staff and part-time employees for 7 county owned convenience centers;
- Maintenance and operation of the 7 convenience centers, i.e. compactors, driveways, screening and mowing, fencing and buildings;
- Regularly scheduling solid waste transportation from the convenience centers to the regional landfill;
- Vehicle maintenance for all vehicles associated with convenience centers and solid waste transportation;

#### **3. Wastewater Systems**

- Maintenance of the County's wastewater lines, pump stations, storage tanks, drain fields, etc. located in Charlotte Court House;
- Maintenance of the wastewater systems at the 7 convenience centers;
- Maintenance of the County's force main line that extends from Charlotte Court House to the Town of Drakes Branch.

#### **4. Other Duties**

- During unusual operational needs or emergency situations, performs skilled maintenance worker functions;
- Staff support to Board of Supervisors, Facilities, and other similar committees;
- Responsible for the maintenance and supervision of the County's Animal Shelter;
- As assigned by the County Administrator.

#### **Education and Experience:**

The successful candidate would have a combination of the following:

- HS Diploma, 2-year technical school or AA degree, 5-years' experience in management or supervision in a related field, licensed in a trade field or a combination of education and experience.
- Demonstrated knowledge of building trades and associated language, practices and techniques of general design and construction; experience at journey level in one or more trades and familiarity with all standard skilled crafts.
- Knowledge of maintenance materials, ordering of parts and supplies and maintaining limited inventory. Working knowledge of building system to include, but not limited to, HVAC, building automation, elevators, access control, etc.
- Some knowledge of the occupational hazards and necessary precautions involved in equipment operation. Ability to establish and maintain effective working relationships with county officials, other county departments, contractors and the general public.
- A working knowledge of OSHA regulations and workplace safety guidelines.
- The ability and experience to work independently and establish priorities with minimal guidance.
- The ability to communicate effectively in oral and in written form.
- The ability to lead, plan, organize, schedule and assign work to staff.
- Basic computer skills.

#### **Compensation & Benefits**

Compensation for the Public Works/Facilities Manager position will be market competitive, depending on qualifications and experience. The successful candidate will be offered a generous benefits package including participation in the Virginia Retirement System (VRS), health insurance coverage, paid time off, and professional development support. The hiring range will be \$50,000 to \$60,000 depending on qualifications and experience.