



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Assistant Director of Facilities Management
(28096)

Department of Human Resources
PO Box 470
Hanover, VA 23069
Telephone (804) 365-6075
Facsimile (804) 365-6334

*Department of Facilities Management
(25)*

Revision Date: January 2008

General Description: This is an executive level professional position. The incumbent performs difficult and complex tasks in planning and coordinating building maintenance renovation and capital projects for County departments and agencies.

Organization: The Assistant Director of Facilities Management reports to the Director of Facilities Management and oversees a staff of approximately eight (8) employees.

Essential Functions:

- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Oversees operations and maintenance of County facilities, including custodial services.
- Coordinates scheduling of project completion, monitoring the progress and working with department representatives and contractors in design of project modifications.
- Works with department representatives in the design phase of project development.
- Plans, schedules, directs and inspects work crews.
- Ensures buildings and grounds are adequately maintained.
- Prepares reports as needed.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - Chemicals – May be exposed to hazardous chemicals and adverse weather.
- B. Environment
 - Office - Primarily
 - Field – Travel is necessary to oversee projects, crews, etc.
- C. Physical Effort
 - Minimal
- D. Exempt
 - No Compensatory Leave Accrual

Knowledge, Skills and Abilities: Knowledge of building structure, maintenance and mechanical/electrical systems, required. Must be able to establish and administer contracts. Knowledge of principles and practices of project management, purchasing and bid requirements, project coordination and monitoring. General knowledge of codes and regulations applicable to the specialty system and building maintenance. Ability to identify mechanical problems and to recommend solutions, required. Knowledge of occupational hazards and safety precautions, preferred. Ability to effectively communicate orally and in writing, required. Must be able to establish and maintain good working relationships with department heads, county staff, government officials and vendors.

Education, Experience and Training: Associate's degree in related field required with at least five (5) years of progressively responsible experience in Facilities Management, including three (3) years in a supervisory or management position; Certified Facility Manager (CFM) or Systems Maintenance Administrator (SMA) preferred – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Work beyond normal work schedule, including call-back