



OPPORTUNITIES IN ALBEMARLE COUNTY



NOTICE OF VACANCY

Deputy Chief of Public Works Facilities & Environmental Services

Full-Time, Exempt, Pay Grade 17

The **Deputy Chief of Public Works** assists the Chief of Public Works in performing complex management and planning tasks supporting the County's Public Works programs. Direct supervision is exercised over the maintenance section of the Division comprised of custodial, building, and grounds maintenance. In the absence of the Chief of Public Works, assumes the role of Division Chief. The position is designated as Essential Personnel and is subject to after-hours recall. Essential functions include, and are not limited to the following:

- Responsible for overseeing all maintenance of County buildings and properties operated by the Department of Facilities and Environmental Services;
- Develop and maintain Facility Management Plans for all County facilities operated by this department, including preparation of annual maintenance budgets, annual work programs, and scheduling of work on all facilities;
- Assist in the preparation of the Division's annual operating and capital budgets
- Coordinate with Office Associate to verify and ensure proper processing of invoices
- Contract management for all work related to the Facility Management Plans and emergency services for all facilities operated by this department, including directing design professionals, construction contractors, and other trades;
- Supervises and evaluates the performance of custodial, building, and grounds maintenance staff (and others as needed); assign work orders daily;
- Manage the Energy Monitoring and Control System;
- Implement a staff training program to support modern, efficient methods for delivering maintenance services;
- Coordinate the repair and maintenance of buildings and building systems including mechanical and electrical equipment;
- Manage maintenance of pool fleet
- Procure and administer various service contracts related to custodial, building, and grounds maintenance;
- Performs other duties as assigned.

QUALIFICATIONS: Any combination of education and experience equivalent to obtaining an Associate Degree and at least 5 years' experience in management or as a foreman in construction and/or facility maintenance; or any combination of acceptable education and experience providing the knowledge, abilities, and skills cited above. Minimum of three years supervisory experience in construction or facility maintenance, plus a general knowledge of building trades and codes. Preference is given for applicants with a bachelor's degree or higher in engineering or facility management fields. **SPECIAL REQUIREMENTS:** Possession of a valid driver's license issued by the Commonwealth of Virginia.

Thorough knowledge of public relations and effective communications, including consensus building, plus writing skills for preparation of technical reports and contract documents; thorough knowledge of public sector budgeting processes and preparation of program budgets (operating and capital); demonstrated ability to plan and supervise the work associated with managing facilities maintenance for multiple buildings; thorough knowledge of terminology, practices, and techniques of general design and construction, custodial, building, and grounds maintenance; ability to plan and supervise the work of skilled and unskilled workers; general knowledge of personal computers and application software; ability to work well independently.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS: Work requires occasional physical tasks, including bending, stooping, lifting and carrying moderate weight (15-25 lbs.). Work environment exposes employee to potential injuries, adverse weather and occasional exposures to hazardous substances. Regular contact with the public, staff, construction personnel, County officials, and design professionals while using judgment, tact, and consistent interpersonal skills.

SALARY: Hiring Range: \$51,830 - \$62,196/annual equivalent/based on experience, education and internal equity.
Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, §P-60.

DEADLINE FOR APPLICATIONS: Until Filled

EQUAL EMPLOYMENT OPPORTUNITY

Albemarle County does not discriminate on the basis of race, creed, gender, national origin, age, military service or disability. Reasonable accommodations will be provided for persons with disabilities if requested.