

## **ASSISTANT DIVISION MANAGER - FACILITIES MAINTENANCE**

The Loudoun County Department of General Services is seeking qualified applicants for an Assistant Division Manager – Facilities Maintenance vacancy, supporting the following specific areas: General Government, Public Safety, Parks & Recreation, Facility Security, and the Emergency Response Power Team.

The successful candidate will support completion of the overall goals of the Facilities Maintenance division by fostering greater customer service, responsiveness, and efficient expertise. This newly created position will directly supervise the division's Crew Chiefs, indirectly supervise Building Systems Engineers and several levels of Systems Maintenance Technicians, and act as the Division Manager in his/her absence. The ideal candidate will be able to work with changing goals and priorities on a daily basis and demonstrate sound decision-making in reaction to incoming emergencies, requests, and staff observations. Duties include, but are not limited to: developing and coordinating preventive maintenance programs for County facilities; establishing contractors as needed for division projects; conducting periodic pro-active mechanical systems inspections in all County facilities and ensure compliance with permits and plans; developing and executing plans and policies for the division's response to emergency situations; performing administrative duties to include submission of all purchase documentation according to County and departmental guidelines; and acting as a liaison between the Facilities Maintenance division and other County agencies and working groups.

Loudoun County Regular Full-time Employees are eligible for full benefits including but not limited to the following as a part of a total rewards package!

- Retirement from the Virginia Retirement System (VRS)
- Annual leave
- Sick leave
- Annual Paid Holidays
- Group Health Plan
- Group Life Insurance
- Exceptional Performance Recognition
- Credit Union Membership
- Employee Assistance Program (EAP)
- Education and Career Development

Requires any combination of education and experience equivalent to a Master's Degree in engineering, facility management, finance, business, public administration, or a related field and at least two (2) years of operational/administrative oversight experience in facility management and maintenance, including staff supervisory experience. Must be proficient in MS Office products.

A valid driver's license is required. A Master's Mechanical License issued by the Commonwealth of Virginia or a neighboring state is preferred. Prefer Universal CFC certification and Pool Operator's certification (CPO). Subject to recall and/or being held beyond scheduled work day if required by County or departmental requirements. Respond to County emergencies (24/7) as directed in accordance with Department policy and written or verbal directive. This position is considered essential.

HIRING RANGE: up to \$56,394-\$90,230. Recruitment #20-A1-0098. Apply immediately. Visit our on-line employment center at [www.loudoun.gov](http://www.loudoun.gov) for more information and to apply. EOE