

Hanover County Government
Department of General Services
Deputy Director of General Services
\$85,827.00 - \$115,872.00 Annually

General Description: This is an executive level professional position. The incumbent performs difficult and complex tasks to assist the Director of General Services in planning, directing organizing and administering services provided to County and School departments/agencies

Organization: The Deputy Director of General Services reports to the Director of General Services, directly supervises the Facilities Manager, Fleet Manager, and Telecom/Security, and oversees the department in the absence of the Director.

Essential Functions:

- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Assists in directing the financial operations of the department, including development and monitoring of budget.
- Plans, directs, coordinates and administers activities in assigned functional divisions.
- Assists in construction management of capital projects, serves as construction manager and supervises construction management of a variety of county-sponsored construction projects.
- Oversees' operations and maintenance of County facilities, including custodial services.
- Oversees the operation and maintenance of the County and School telephone systems.
- Oversees fleet services operation and maintenance activities supporting the County and Schools.
- Assists with the coordination and management of building and other special projects.
- Supervises the utilities accounting for electricity and energy management.
- Devises ways to reduce energy costs and analyzes their effectiveness.
- Establishes and oversees records-management policies.
- Prepares reports as needed.
- Plans, schedules, directs, and inspects work in assigned functional areas.
- Ensures buildings and grounds are adequately maintained.
- 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 sound public administration principles & practices. Knowledge of contract management, construction management, building security, buildings and grounds management, and fleet management. Ability to coordinate and direct various types of

support services needed by departments. Must have the skill and ability to work in multiple program areas simultaneously and to communicate results effectively both verbally and in writing. Must be able to establish and maintain effective working relationships with department heads, County staff, government officials, & vendors.

Education, Experience and Training: Bachelor's degree in related field required with at least five (5) years of progressively responsible related administrative experience, including two (2) years in a supervisory or management position; – **OR** – Any combination of education, experience, and/or training sufficient to demonstrate the knowledge, skills and abilities may be 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

For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com