

### **Assistant Director, General Services – Town of Christiansburg**

Under the direct supervision of the Director of Public Works, the Assistant Director, General Services will assume a critical role in overseeing the daily management of facility maintenance, warehouse/inventory, fleet services, cemetery operations, solid waste/recycling and associated programs. The successful candidate must possess strong organizational management skills and have the ability to work independently while contributing to team goals in order to perform administrative and managerial functions associated with planning, organizing and directing of the General Services Division. The Assistant Director, General Services will be expected to manage the maintenance of, and related capital projects for Town assets (facilities, fleet, cemetery, warehouse and solid waste/recycling), provide strategic recommendations for current operations and future planning, and provide efficient solutions to both internal and external customers. The Assistant Director is responsible for providing the necessary supervision, technical guidance and direction to staff members and offers highly responsible and complex assistance to the Director of Public Works. **Requirements:** A Bachelor's degree in facilities management, public administration, construction management, planning, or a related field; or an equivalent combination of education and experience. A minimum of seven (7) years of design, planning, project management, and/or facilities management experience with at least five (5) of those years in progressively responsible supervisory and administrative positions, preferably within a public works environment. Supplemental education or experience in fleet and facility management, cemetery, capital procurement, warehouse management, solid waste management, and recycling is highly desirable; Valid VA driver's license with the ability to meet and maintain Town insurability requirements; Valid VA Tradesman License in one of the following disciplines preferred: electrical, plumbing, heating, ventilation, and air conditioning (HVAC). To view the complete job description, starting rate, and to apply visit <https://va-christiansburg.civicplushrms.com/careers/>. E.O.E./E-Verify.