



PRINCE GEORGE COUNTY, VIRGINIA
invites applications for the position of:

Director, General Services

SALARY: \$83,791.00 - \$134,065.00 Annually

OPENING DATE: 03/11/21

CLOSING DATE: Continuous

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Prince George County Department of General Services is currently accepting applications for Director, General Services. This position is responsible for planning, organizing, directing, supporting, reviewing and executing all programs for the maintenance and repair, construction and remodeling of building facilities to include all buildings owned by Prince George County; planning, organizing, directing, reviewing, and executing all work involved in the contracted services of the County; planning, supporting, reviewing, organizing, and executing all programs for the repair and maintenance of a wide variety of gasoline and diesel automotive, construction, and mechanical equipment.

For the complete job description, click [here](#).

QUALIFICATION REQUIREMENTS:

Considerable knowledge of the principles and practices of building and ground maintenance, fleet management, and contract work; ability to research and prepare reports; ability to develop technical specifications for requests for proposals; ability to express ideas effectively, both orally and in writing; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with County and municipal officials, associates and the general public.

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in facilities maintenance, building trades and considerable experience managing maintenance and repair facilities, production of budgets, reports, and analytical presentation of technical information, maintenance of public organizations specifically with building maintenance and fleet operations.

SPECIAL REQUIREMENTS:

Possession of Facility Manager (CPM) or Plant Engineer (CPE) certification preferred.
Represents the County on various boards and commissions.

Possession of a driver's license valid in the Commonwealth of Virginia. Must be able to successfully complete required job related testing. Pre-employment drug testing and criminal background check, to include fingerprinting required.

ADDITIONAL INFORMATION:

To apply Online [click here](#). To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804)722-8669. EOE.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.princegeorgecountyva.gov/>

Position #DGS032021
DIRECTOR, GENERAL SERVICES
WJ

Prince George County
6602 Courts Drive
Prince George, VA 23875
804.722.8669

hr@princegeorgecountyva.gov

Director, General Services Supplemental Questionnaire

- * 1. Do you have experience managing buildings and grounds maintenance mechanics?
 - Yes
 - No
- * 2. Do you have experience in preparing and managing departmental budgets?
 - Yes
 - No
- * 3. Do you have experience managing fleet maintenance staff?
 - Yes
 - No
- * 4. Do you have experience working with contractors and vendors?
 - Yes
 - No
- * 5. Please select from the choices below to describe your experience in local government.
 - None
 - 1 - 3 years
 - 4 - 6 years
 - More than 6 years
- * 6. Do you have experience preparing and delivering written/oral presentations?
 - Yes
 - No
- * 7. How many years of project management experience do you possess?
 - None
 - 1-3 years
 - 4-6 years
 - More than 6 years
- * Required Question