



PRINCE WILLIAM COUNTY GOVERNMENT
invites applications for the position of:

Assistant Director of Maintenance & Operations - Buildings & Grounds

An Equal Opportunity Employer

POSITION #: 897043
DEPARTMENT: FACILITIES AND FLEET MANAGEMENT
SALARY: \$90,000.00 - \$157,792.00 Annually

OPENING DATE: 1/14/22

CLOSING DATE: 2/4/22 11:59 PM

INTRODUCTION:

The purpose of the Department of Facilities & Fleet Management is to sustain the foundation of local democracy. The newly formed Department of Facilities & Fleet Management has a leadership opportunity for an individual to lead our Buildings & Grounds Division to the next level. The department is in search of an individual that can utilize data from a soon to be implemented computer management information system to optimize our operations for the benefit of our customers. This position is ideal for those that value a safe & environmentally responsible operation, the empowerment of others, proactive customer service, and performance-based decision making. Come join the Facilities & Fleet Management leadership team and add to our outstanding track record of providing quality services to the County agencies that serve the residents of Prince William County.

ABOUT THIS ROLE: The Assistant Director is responsible for overseeing the management of the County's owned facilities; the cleaning of County facilities; the maintenance of the soft and hardscapes of County buildings; the physical security of the facilities; the operations of a print and graphics art shop; the delivery of inner office mail between buildings and metering of US; and develop relationships with customers to have a better understanding of their business needs.

The Assistant Director will work independently, manage the operations of Buildings & Grounds, handle multiple tasks simultaneously, and be a member of the Department of Facilities & Fleet Management Leadership Team.

PREFERENCES: The successful candidate will have...

Experience overseeing a facility management operation

Ability to prepare and monitor budgets

Experience working with customers, directors and elected officials

Bachelor's Degree in business or public administration, engineering and/or project management

Certification as a FMP or CFM

6 years of progressively responsible related experience that includes management and supervisory experience

SCHEDULE REQUIREMENTS: Works Monday-Friday between 8am-5pm, Essential personnel and must be able to respond after hours for emergencies.

SPECIAL REQUIREMENTS: Valid Driver's License

ENTRY SALARY RANGE: \$90,000-\$123,000

To view the complete job announcement and apply online please visit our career page: at:
[Assistant Director of Maintenance and Operations/D62](#)
EEO/FMDV