



DEPUTY DIRECTOR – GENERAL SERVICES

Hanover County Government is seeking a Deputy Director of General Services to lead our efforts in supporting County facilities and County and Schools fleet and telecommunications. The County's facilities inventory includes over 50 buildings and nearly three quarters of a million total square feet of space. The County and School fleets include 1,400 units including school buses, emergency and law enforcement units, and other government services vehicles. The perfect leader for this role will consider themselves a dynamic leader in the local government arena who is passionate about being a public servant, builds positive relationships with others, and enjoys problem solving. If you have these characteristics and more, we encourage you to apply for this opening!

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 buildings 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.

Hiring range is \$88,661 - \$119,692, plus excellent benefits. For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com (804) 365-6075.