



King William County Facilities Director

SALARY	\$73,016.00 - \$116,826.00 Annually	LOCATION	King William, VA
JOB TYPE	Full-Time	JOB NUMBER	07102023
DEPARTMENT	Facilities & Maintenance	DIVISION	FACILITIES ADMINISTRATION
OPENING DATE	07/10/2023	CLOSING DATE	Continuous

General Description

Facilities Director assigns, organizes, and supervises personnel engaged in the construction, modification, maintenance and repair of County buildings and facilities including maintenance tasks related to landscape, plumbing, HVAC, painting, electrical, custodial duties and general maintenance of County buildings and structures. The Facilities Director also engages in the active maintenance, repair and construction of County facilities and performs a variety of tasks relative to assigned area of responsibility. The position is responsible for creation and management of budget, personnel, construction projects, and leadership in capital projects as they involve facilities. This position assesses and creates departmental program initiatives and processes ensuring there are adequate procedures, policies, standards, and documentation to ensure non-interruption of services. The Facilities Director ensures staffing levels are adequate for service delivery. This position reports to the Deputy County Administrator.

Essential Functions

- Plans, organizes, supervises, integrates, and evaluates the activities and operations related to the construction, maintenance and repair of office buildings and facilities for their various features such as HVAC, plumbing, electrical, painting and landscape; creates and implements the Facilities Maintenance Plan.
- Responsible for acting as the liaison with outside contractors for services.
- Directs, coordinates, and reviews the work plan for assigned maintenance and operations services and activities; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Monitors work activities to ensure compliance with established policies and procedures.
- Directs and participates in the design, construction, integration, modification and maintenance of landscape, HVAC, plumbing and electrical systems as related to offices, storage buildings, and grounds.
- Supervises and participates in the investigation, trouble shooting, repair and maintenance of buildings and equipment.
- Organizes, schedules, supervises, and may also perform a variety of professional/technical equipment installation; monitors the start-up of new installations reporting findings to Deputy County Administrator.
- Maintains, reviews, and records a variety of reports, including daily activity reports, work orders, work requests, monthly statistical reports, and other reports and records as required. Reviews vendor/contractor invoices and proposals and recommends payment upon receipt of material/completion of work.
- Develops annual budget based upon planned projects, improvements, and construction. Monitors budget monthly and adjusts as necessary as projects and repairs arise throughout the year.
- Assists in coordination of bid processes and Requests for Proposals regarding county contracts for services and capital projects.

- Serves as Project Manager or Point of Contact for various Facility capital projects.
- Serves as liaison and coordinator for public facility needs in support of community partners including the King William Historical Society, King William Little League, King William Ruritan Club, etc.

Knowledge, Skills, and Abilities

Requires an extensive knowledge of mechanical, electrical, plumbing, and maintenance practices. Knowledgeable of supervisory and management practices. Ability to review and update blueprints and building plans, analyze data and develop complex reports. Extensive knowledge of facilities maintenance to include HVAC, septic systems, electrical components, plumbing, and general building maintenance. Knowledge of personnel and financial management and administration within local government setting, preferred. Ability to manage projects, contracts, and contractors required. Excellent oral and written communication skills and the ability to establish effective relationships with staff, community contacts, outside vendors, and the public. Knowledge of and ability to interpret related regulations and ordinances required. Ability to analyze problem situations, determine needs and develop corrective actions. Requires ability to read, interpret, and work from blueprints, schematics, diagrams, and manuals. Excellent communication skills required, both oral and written, to maintain records, prepare reports, and to establish effective relationships with staff, community contacts, and oversight agencies. Computer literacy is expected with Microsoft Office Suite.

Education, Training, and Experience

Bachelor's degree in related field preferred with at least five (5) years of progressively related experience, including two (2) years of supervisory experience – OR - High school diploma required with additional training in a technical program and previous work-related experience desired. Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All King William County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

****Potential candidates will be required to complete drug testing, driving and background checks.**

The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.

Agency

King William County

Address

180 Horse Landing Rd.

King William, Virginia, 23086

Phone

(804) 769-4968

Website

<http://www.kingwilliamcounty.us>