

## CITY OF STAUNTON

### **SUPERINTENDENT-FACILITIES SERVICES & REFUSE**

**The City of Staunton, located in the heart of the Shenandoah Valley, is seeking highly qualified applicants for the position of Superintendent-Facilities Services & Refuse. Come join our highly professional team dedicated to serving this dynamic city and its citizens. For more information about the Public Works Department, please visit [Public Works Department](#). The City of Staunton offers highly competitive compensation and benefits. Staunton, with a relatively low cost of living, is known for its history, architecture, arts and cultural and culinary delights. "One of the prettiest and most progressive towns in the South" and "20 charming mountain towns to visit this fall"—Southern Living**

The City of Staunton is seeking an innovative leader who will perform professional and technical work managing the daily operations of the Public Works facilities maintenance, custodial, and refuse/recycling functions. Responsible for the maintenance and repair of all City facilities. Responsible for ensuring all refuse and recyclable materials are properly collected. Assists the Director of Public Works in the development of long-range plans, programs and objectives in support of these operations.

The individual will have thorough knowledge of: building codes, facility maintenance and repair practices and practices of facility, electrical, mechanical and control systems. The individual will have the ability to: review and analyze plans and specifications; prepare technical reports; supervise the work of subordinates; develop recurring maintenance and repair programs and schedules; review and analyze plans and specifications for the maintenance, repair and construction of public infrastructure; prepare reports, provide analysis and project parameters, timelines and budgetary recommendations; maintain effective working relationships with City officials, other public officials, employees, other utility companies, contractors and the general public and; ability to lead and manage staff.

The Superintendent-Facilities Services & Refuse will be responsible for the following:

- Plans, organizes, directs and coordinates work activities for subordinate personnel;
- Provides status on assigned work activities; makes inspections of projects to ascertain status;
- Instructs subordinates on more difficult, technical tasks;
- Monitors facility energy control systems;
- Researches and prepares recommendations and reports to improve operations;
- Supervises inventory of parts and supplies;
- Establishes and enforces major procedures and policies; ensures that appropriate action is taken by subordinates;
- Develops work requirements;
- Develops weekly work schedules;
- Ensures quality and timely work; provides quality assurance/surveillance for contract work;
- Handles correspondence; prepares a wide variety of reports and documentation on activities;
- Maintains databases and other computer inventories;
- Develops facility maintenance, repair and minor construction specifications for work done by contract;

- Coordinates all purchasing requirements; develops requisitions for materials and supplies;
- Develops project cost estimates to include bill of materials, equipment and man-hours;
- Oversees administration of personnel and evaluates assigned personnel;
- Researches and recommends operational changes;
- Receives citizen inquiries or complaints; tracks information to ensure citizens receive prompt service and courteous and accurate status of work;
- Makes field inspections of projects, both in-house and contract, for compliance with recognized standards, practices, and codes;
- Ensures personnel are adequately trained and equipped;
- Represents Public Works Dept at meetings, as required;
- Ensures positive image and public relations while executing Division activities;
- Develops recurring maintenance programs and procedures;
- Ensures compliance with applicable environmental laws, policies and practices;
- Assists Director in development of plans, programs and training in support of departmental objectives;
- Develops and monitors budgets, records and reports;
- Monitors weather forecast information; makes plans and preparations accordingly;
- Implements environmental programs for compliance with all state, federal and local laws and requirements;
- Implements viable safety programs for assigned personnel;
- Provides support for other Public Works Divisions as necessary and;
- Performs other duties as assigned by Director.

High School diploma and any combination of education and experience equivalent to graduation from an accredited community college or technical trade school and/or related fields. Must have experience in supervision. Must have strong leadership and management skills.

Position has a total staff of approximately 32 personnel including both full time and part time staff. Position has direct supervision of two Crew Supervisors and four Tradespersons.

Position must be available to work evenings and weekends in the event of emergencies or severe, adverse weather conditions. Attendance is occasionally required at community/neighborhood meetings and/or City Council meetings. Individual may be called in by stand-by personnel for additional assistance. As this position may be exposed to sensitive legal and criminal information, a thorough background screening through the Staunton Police Department is required. State and national III record checks by fingerprint identification must be conducted for criminal justice terminal operators, programmers and other persons employed or utilized to effectuate access to or initiate transmission of NCIC/VCIN information prior to employment. This includes anyone with physical or logistical access to either the VCIN computer systems or components. Furthermore, as a condition of employment, security awareness training will be provided to anyone in this position.

Excellent benefits include participation in the Virginia Retirement System, paid-time off, group life insurance, and medical insurance. Criminal background check, pre-employment physical and drug-screening are required.

FLSA:	Exempt
Grade:	17
Hiring Range:	\$66,000-\$72,000 DOE/DOQ

Start Date: On or around early April 2024 or negotiable  
Reports To: Director of Public Works

The recruitment will remain open until filled. Interested applicants should submit an online application and resume no later than **March 10, 2024**.

For a complete job description, please contact:

Jonathan Venn, Chief Human Resources Officer  
City of Staunton/Staunton City Schools  
116 West Beverley St (Human Resources, 2<sup>nd</sup> Floor City Hall)  
Staunton, VA. 24401  
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**The City of Staunton is an Equal Opportunity Employer (EOE) and is fully committed to the principles and practices of equal employment.**