

**Job Posting Title** IRC205710  
**Job Title** HVAC and Mechanical Systems Director  
**Organization Name** County of Henrico Department of General Services  
**About Us**

Henrico County, a progressive employer of choice, provides job seekers with the promise of fair and competitive compensation; a close-knit atmosphere with low employee turnover; and a benefits package that helps secure financial stability.

Established in 1611, Henrico County has deep historical roots. Henrico County borders the City of Richmond to the west, north and east and constitutes approximately a third of the Richmond metropolitan areas. Henrico County is among the top-rated counties in the nation and was one of the first localities to adopt the County Manager Form of Government. Citizens of Henrico County are represented by an elected Board of Supervisors representing five magisterial districts.

Henrico County General Government currently has more than 30 agencies. Department Heads are appointed by the County Manager, with the exception of the elected constitutional officers. Henrico County is an equal opportunity employer and, when you join us, you will be surrounded by fellow associates who come from all walks of life, all types of cultural backgrounds and all ages.

#### **General Statement of Duties**

Closing Date: This position closes on Monday, April 27, 2026.

Leads the design, installation, maintenance, and repair of HVAC systems and generators for a large municipality and large public school district. Serves as an inter-organizational liaison and leading expert on all HVAC matters. Develops and maintains master strategies and operational plans. Establishes standards and processes that ensure consistent and reliable climate control.

#### **Essential Duties**

##### **About the Role**

Henrico County is seeking an experienced HVAC and Mechanical Systems Director to provide strategic leadership over climate control and mechanical infrastructure for one of Virginia's largest and most respected localities. This role oversees operations across County General Government and Henrico County Public Schools - a significant combined facilities footprint - and leads a team of technical staff while managing relationships with contractors, consultants, and inter-agency partners.

##### **What You'll Own**

- Strategic planning and capital program oversight for HVAC and mechanical systems county-wide
- Leadership, development, and coordination of subordinate staff and contracted resources
- Inter-agency coordination with Henrico County Public Schools on shared infrastructure needs
- Establishment of standards, maintenance protocols, and sustainability practices
- Budget development and management for maintenance and capital improvement programs
- Vendor negotiation and contract administration

##### **Who We're Looking For**

A seasoned facilities or mechanical systems leader with deep expertise in commercial HVAC - whether your background is rooted in engineering, facilities management, or you've worked your way up through the trades, we want to hear from you. What matters most is demonstrated experience managing complex, multi-site HVAC operations and the ability to lead people and projects at scale.

##### **Essential Duties**

- Deep expertise in commercial HVAC system design, repair, and replacement, including related electrical and plumbing components
- Strong project management skills
- Knowledge of thermodynamics, CAD, inventory management systems, commercial mechanical drawings, sustainability practice, budgeting
- Strong oral and written communications skills
- Excellent diplomacy and tact
- Excellent decision-making skills and the ability to motivate and coordinate; demonstrated negotiation skills
- Supervisory. Provides leadership for subordinate and non-subordinate staff, coordinates contractors, consultants, and others
- Based in an office; regularly works in an array of County-affiliated facilities
- Physical: Visual and hearing acuity sufficient to perform assigned duties in a variety of settings, locations, and conditions, including extreme heat and cold

**Minimum Qualifications**

Bachelor's degree or higher in mechanical engineering, facilities management, or a related field; and six (6) years of progressive, related experience, including demonstrated experience managing multi-site commercial HVAC administration; OR: any equivalent combination of experience and training which provides the necessary knowledge, skills, and abilities.

**Additional Information**

Valid driver's license.

May be required to travel, work a flexible or on-call schedule, or be designated as essential personnel.

A criminal history record check and fingerprinting is conducted on all persons conditionally offered employment, including a conditional offer of initial employment, or a conditional offer to promote, demote, or laterally transfer an employee.

**How To Apply**

Closing Date: This position closes on Monday, April 27, 2026.

You apply for positions with Henrico County general government through our on-line applicant system, which is available 24-hours a day, 7-days a week with an Internet connection. Please access our job site portal through <https://henrico.gov/services/jobs> or click on the Jobs link in the upper right-hand corner of our main County page at <https://henrico.gov>.