WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: General Services Director **Department:** General Services **Supervised by:** Deputy County Administrator/Operations & Personnel **Revised Date:** July 1, 2011

Title: General Services Director

Department/Division: General Services/County Administration

Nature of Work:

- Responsible for the efficient and economic management of the physical properties and assets owned or maintained in the custodial care of the Board of Supervisors (except for the County Department of Solid Waste and Information Technology equipment). Properties include all buildings, grounds, structures and unimproved real estate holdings; assets include all motor vehicles, equipment and major infrastructures and appurtenances related to physical holdings. Serves as the department Director of the County Department of General Services. Scope of work includes procurement of property, equipment, materials and services supporting County facilities; property assets, vehicular fleet management, development and enforcement of policies and procedures regarding acquisition; use, protection and disposition of physical properties and assets and managerial oversight of County Department of General Services personnel.

Essential Duties:

- Maintenance Oversight: Oversees the scheduling of custodial and maintenance services provided to County offices, court and other facilities; along with the monitoring of all work orders, purchase orders and proper recordkeeping of all completed jobs.
- Contract Management: Procurement and management of contracts related to the upkeep, equipping and operation of County Facilities, vehicles and related appurtenances consistent with County ordinances, policies and procedures in coordination with the County Department of Budget and Finance.
- County Facilities Liaison: First point of contact and liaison regarding County facilities and property for all departments and agencies of the County government.
- Cost Effective Practices: Ensure that the most cost effective practices are being followed in the use and maintenance of County facilities and vehicles. Review and coordinate the use, repair, renovation and modification of County

properties and structures to ensure that efficiency and cost effective practices are being followed. Oversee the disposition of County facilities and property assets for economic return in compliance with all County and State ordinances, policies and law. Negotiate, coordinate and manage all leases and similar arrangements between the County and others for use of facilities and property.

- Insurance Protection: Works with the County Attorney and the Department of Budget and Finance to ensure adequate insurance protection is provided to all County facilities and properties and that all applicable federal, state and local laws and ordinances are in compliance.
- Administrative Duties: Perform Administrative duties required for the operation of the department, including managerial oversight of department personnel and departmental budget preparation and administration.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the General Services Department.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- General knowledge of the organizational and funding structures of the County agencies.
- Specific knowledge of local, state and federal laws and regulations relating to public facilities and property management.
- Proficiency with data processing and database including: Microsoft Word; Excel; Power Point and Outlook.
- Education equivalent to graduation from an accredited college or university with a major course of study and training in public administration, business management or a related field preferred. Minimum of 3 years experience in facilities or real estate management, construction contract management, personnel administration or combined experiences in these or related fields is required. Responsible experience may be substituted for preferred educational requirements.

Job Location and Conditions:

- Work is performed in the office setting at the Washington County Administrative Office and out in the field traveling to all the different County locations. May be required to report to work after or before regular business hours and during emergency conditions.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

GENERAL APTITUDES and PHYSICAL REQUIREMENTS:

- **Mental Abilities:** Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies.
- **Speaking/Talking Abilities:** Must have ability to answer the telephone, radio or switchboard; communicate with County officials; general public; vendors; supervisors and or with other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; vendors; supervisors and or other employees.
- **Reading/Ability to Read and Understand Text:** Must have ability to read and understand text.
- **Numerical:** Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- **Manual Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift at least 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license and the ability to drive an automatic transmission car.
- Will have periodic driving record checks done.

Job Status: Full Time/Exempt

Salary : DoQ, DoE with Benefits

Washington County is an Equal Opportunity Employer.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be

interpreted to be binding or limiting with respect to a position. The Board of Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.