



## TOWN OF TAPPAHANNOCK

### Job Description

JOB TITLE:           **ASSISTANT FACILITIES MANAGER**  
GRADE:                10  
FLSA:                 Nonexempt  
DEPARTMENT:        Facilities  
EFFECTIVE DATE:    January 2025

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#### **MAJOR PURPOSE:**

Under general supervision of the Town Manager and Facilities Manager, participates in the operation and/or maintenance of buildings, grounds, equipment, or sanitary sewer systems. Assists in the maintenance of structural, electrical, plumbing, and HVAC systems in town-owned buildings. Serves as the assistant to the supervisor/lead worker in the inspection, troubleshooting servicing, adjusting repair, and replacing of equipment and systems in buildings and facilities.

#### **ESSENTIAL JOB FUNCTIONS:**

- Supports Facilities Manager with oversight for the maintenance of building and grounds.
- Assists in keeping of records of maintenance performed on all town facilities.
- Assists Facilities Manager on budgetary needs of facilities and upcoming capital purchases.
- Supervises outside contractors, ensuring satisfactory delivery of goods and services as needed.
- Provides support to Facilities Manager in planning short and long-range capital projects.
- Manages Facilities Department staff as needed in absence of Facilities Manager
- Keeps informed on the latest construction and maintenance techniques.
- Requisitions new materials, supplies, and equipment.
- Prepares necessary paperwork for recordkeeping, soliciting prices, and purchasing parts and tools.
- Prepares and updates inventory of parts and tools.
- Performs other duties as assigned.

#### **KNOWLEDGE, SKILLS, ABILITIES:**

Considerable knowledge of appropriate maintenance principles, practices, materials, and equipment.  
Considerable knowledge of structural, electrical, plumbing, and HVAC trades and practices to maintain buildings and grounds.

Knowledge of principles and practices of landscape and grounds maintenance.

Knowledge of necessary safety precautions.

Knowledge of facility standards, codes and regulations.

Knowledge of water and sewer distribution and pump facilities.

Knowledge of administrative processes to enable record keeping, soliciting prices, and purchasing.

Experience working with and supervising vendors, suppliers, and service providers.

Project management skills and the ability to resolve complex problems and issues.

Ability to maintain records and prepare reports.  
Ability to keep up with latest construction and maintenance techniques.  
Ability to communicate procedures and regulations to staff and public.

**MINIMUM QUALIFICATIONS:**

Seven (7) years of experience performing building maintenance, repair and/or construction, including three (3) or more years supervisory experience.  
Must be proficient in MS Office Software.  
Must possess excellent written and verbal communication skills.  
Must possess strong organizational skills.  
Must possess a customer service focused attitude.

**PREFERRED QUALIFICATIONS:**

Ten (10) years of experience performing building maintenance, repair and/or construction, including five (5) or more years supervisory experience.  
Licensed in HVAC.  
Experience working with water/sewer systems and maintenance.  
Knowledge of how to review and monitor contracts and requisition materials, supplies, and equipment.

**REQUIRED LICENSES/CERTIFICATES:**

Licensed electrician with experience in commercial electrical applications.  
Must possess and maintain a valid Virginia driver’s license and have a good driving record.

**WORKING CONDITIONS:**

Work is both indoors and outdoors and worker will be subject to outside environmental conditions such as extreme weather, cold, and heat.  
Able to climb, reach, and stoop. Physically active and out in the field.  
Requires on-call ability as well as weekends, holidays, and overtime work.

I CERTIFY THAT THE DUTIES AND RESPONSIBILITIES OUTLINED ABOVE REPRESENTS A COMPLETE AND ACCURATE DESCRIPTION OF THIS POSITION.

DATE: \_\_\_\_\_ SIGNATURE OF TOWN MANAGER: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE OF EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE OF DEPARTMENT HEAD: \_\_\_\_\_