



TOWN OF TAPPAHANNOCK

Job Description

JOB TITLE: **DIRECTOR, GENERAL SERVICES**

GRADE:

FLSA: Nonexempt

DEPARTMENT: General Services

EFFECTIVE DATE: July 2022

MAJOR PURPOSE:

Under direction of the Town Manager, oversees and directs all activities related to facilities management, relating to water wells and sewer pump stations, capital equipment purchasing, fleet management, and risk management. Manages and coordinates the planning, scheduling, and development of daily activities, special events, and projects within the Department.

ESSENTIAL JOB FUNCTIONS:

- Plans and coordinates the use of departmental personnel, equipment, and materials for all assigned projects.
- Participates with Town Manager in determining overall policy and direction for General Services Department.
- Performs long-term sustainability planning of Town owned Water Wells and Sewer Pump Stations by ensuring flow, compatibility of use, etc.
- Oversees all field inspections related to town owned utility system, and performs inspections as needed.
- Plans and schedules preventative maintenance on construction projects such as pump stations and wells and plans ahead for expenditures for associated equipment and supplies.
- Oversees Town owned fleet to ensure its appropriate use, maintenance, and sustainability.
- Researches, and oversees implementation of long-term sustainability efforts within the Town organization and community.
- Oversees all identification of water and sewer pipelines (Miss Utility) preventing accidental damage by outside parties.
- Evaluates and prepares bid specifications for new equipment as authorized under the procurement policy.
- Reviews inventory, on hand and in current use, for operating divisions.
- Oversees and directs purchasing of equipment and supplies as necessary.
- Manages preparation of and maintains various reports on property damage, equipment, and expenditures.
- Oversees the maintenance and mechanic shop and any coding and billing processed in the shop.
- Implements planning of new capital projects such as upgrading pump station or water wells or purchasing large maintenance vehicles.
- Prepares budget estimates and directs the expenditure of all departmental funds
- Ensures adequate supervision, staffing, training, and development of staff in the division; and completes performance evaluations and recommends appropriate corrective and disciplinary actions in accordance with personnel policy.
- Assists in emergencies, when power outages occur, checking pump stations to ensuring they are still online.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of the Town procurement process needed to draft bid specifications, maintain an inventory, and make sizeable purchases.

Knowledge of how to set department policy and direction.

Ability to stay current with sustainability efforts within the Town organization and community.

Ability to plan out resources and time for new facilities and special projects.

Ability to draft reports on a variety of topics.

Ability to plan and schedule maintenance on construction projects.

Ability to plan and schedule expenditures for equipment and supplies.

Ability to set long-term sustainability planning for Town owned Water Wells and Sewer Pump Stations.

Ability to use personnel, materials, and equipment in an effective and cost-effective manner.

Ability to create a cost-effective project budget.

Ability to respond to an emergency after hours and to provide effective problem solving.

Ability to carry out employee performance evaluations and recommend appropriate corrective and disciplinary actions in accordance with personnel policy.

Ability to execute the necessary paperwork to purchase equipment, solicit prices, and keep accurate records.

MINIMUM QUALIFICATIONS:

Any combination of education, experience, and training equivalent to graduation from an accredited college or university in business/public administration, planning, civil, structural, or mechanical engineering, or a related field, plus five years of management experience in building construction, maintenance, fleet operations, or purchasing.

PREFERRED QUALIFICATIONS:

Experience in water and sewer distribution and pumping facilities.

Computer skills and familiarity with Microsoft applications.

Experience keeping an organized office with papers and reports filed regularly.

Class B Commercial Driver's License

REQUIRED LICENSES/CERTIFICATES:

Possession of a valid Virginia Driver's license

WORKING CONDITIONS:

Physically able to carry out job responsibilities

Work is both indoors and outdoors

May be subject to call-in 24 hours a day, as well as have on-call availability for weekends, holidays, and overtime work.

Hazardous work conditions like wells.

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

DATE: _____ SIGNATURE OF TOWN MANAGER: _____