



General Services Director

Tappahannock, VA

Position Overview

The Town of Tappahannock is seeking an experienced, hands-on leader to serve as its General Services Director. This position is responsible for planning, directing, and overseeing the Town's General Services Department, including overseeing and directing all activities related to the Town's water wells and towers, sewer pump stations, capital equipment purchasing, fleet management, and risk management. The Director supervises department personnel, manages departmental budgets and capital projects, coordinates with contractors and utility providers, and works closely with other Town departments to ensure the efficient delivery of public services.

Qualified candidates are encouraged to submit a cover letter, resume, and professional references via email to Don McAlister at dmcalister@tappahannock-va.gov. The position will remain open until filled; however, applications will be reviewed as they are received, and highly qualified candidates may be invited to interview at any time.

Community Background

Located on the beautiful Rappahannock River in Virginia's Middle Peninsula, Tappahannock is one of the Commonwealth's oldest towns and the county seat of Essex County. Rich in history and surrounded by natural beauty, the town offers a unique combination of small-town charm, waterfront living, and modern amenities. Conveniently located approximately 45 miles from Richmond, 95 miles from Norfolk, and 100 miles from Washington, D.C., Tappahannock serves as the commercial and governmental hub for the surrounding region while maintaining its welcoming community atmosphere.

The Opportunity

The General Services Director oversees the maintenance and improvement of certain Town water and sewer infrastructure and equipment and fleet management. Working closely with the Town Manager and department heads, the successful candidate will lead a dedicated team responsible for maintaining Town assets while planning for future improvements.

Current priorities include:

- Maintaining and improving sewer pump stations.
- Overseeing fleet management and equipment programs.
- Managing departmental budgets and departmental capital improvement projects.
- Coordinating with contractors for inspections of Town utility infrastructure and ensuring department projects are completed safely, on schedule, and within budget.
- Overseeing the Town's water system, to include routine sampling, monitoring chlorine levels, performing preventative maintenance, asset management, capital projects and regulatory compliance.
- Promoting efficient operations, employee development, and excellent customer service.



Minimum Qualifications

The ideal candidate will possess:

- Any combination of experience supervising public works, general services, facilities maintenance, or a related municipal operation or any combination of education, experience and training equivalent to graduation from an accredited college or university in public administration, planning, civil, structural, or mechanical engineering or a related field and least 5 years of management experience in utility construction, maintenance, fleet operation or purchasing.
- • Strong leadership, organizational, and project management skills.
- Experience preparing and managing departmental budgets.
- Knowledge of equipment maintenance, infrastructure maintenance, construction practices, and workplace safety regulations.
- Excellent communication and interpersonal skills with the ability to work effectively with employees, contractors, elected officials, and the public.
- A valid driver's license.
- Equivalent combinations of education, training, and experience will be considered.

Preferred Qualifications

- Experience in water and sewer distribution and pumping facilities.
- Computer skills and familiarity with Microsoft applications.
- Experience filing various reports with outside agencies.
- Class B commercial driver's license.
- Class 5 Water License
- Class 4 Wastewater License

Desired Characteristics

The successful candidate will be:

- A collaborative and approachable leader.
- Organized, dependable, and solutions-oriented.
- Committed to providing excellent public service.
- Able to prioritize multiple projects while maintaining attention to detail.
- Dedicated to fostering teamwork, accountability, and professional development within the department.
- Comfortable working both in the office and in the field.

Compensation & Benefits

The salary range for the General Services Director position is \$81,215.00 - \$94,039.00, depending on qualifications and experience. The Town of Tappahannock offers a comprehensive benefits package, including participation in the Virginia Retirement System (VRS), health, dental, and vision insurance, paid leave, holidays, and professional development opportunities.

Application Process

Interested candidates should submit a cover letter, resume, and professional references to:

Don McAlister
Town of Tappahannock
Email: dmcalister@tappahannock-va.gov

Applications will be accepted until the position is filled. Review of applications will begin immediately, and highly qualified candidates may be invited to interview as applications are received.

For additional information, visit www.tappahannock-va.gov.

The Town of Tappahannock is an Equal Opportunity Employer.

