



Facilities Manager

Tappahannock, VA

Position Overview

The Town of Tappahannock is seeking an experienced, hands-on leader to serve as its Facilities Manager. This position provides leadership and oversight for the operation, maintenance, and repair of Town-owned buildings, grounds, equipment, and facility systems. The Facilities Manager supervises the grounds crew and oversees the maintenance of structural, electrical, plumbing, and HVAC systems, while serving as the department's lead technical resource for the inspection, troubleshooting, servicing, adjustment, repair, and replacement of facility equipment and systems. The Facilities Manager oversees all Town Parks, functions, operations, and maintenance.

This is an exempt position and is designated as essential to Town operations. The Facilities Manager must be available for on-call assignments and able to report to work during emergencies and outside normal business hours, including nights and weekends, as operational needs require.

The Facilities Manager supervises departmental personnel; develops and administers operating and capital budgets; manages capital improvement projects; coordinates with contractors and utility providers; and collaborates closely with other Town departments to ensure the safe, reliable, and efficient operation of Town buildings and grounds.

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

This is an outstanding opportunity for a skilled facilities professional to take a visible, hands-on leadership role in protecting and improving the Town's buildings, grounds, equipment, and sanitary sewer infrastructure. Reporting to the Assistant Town Manager, the Facilities Manager will lead staff and contractors, establish sound maintenance practices, plan strategic capital investments, and help ensure that essential Town assets remain safe, reliable, efficient, and responsive to the needs of employees, residents, and visitors.

- Direct preventive and corrective maintenance for Town-owned buildings, grounds, equipment, sanitary sewer systems, and related infrastructure.
- Lead, schedule, and develop Facilities Department personnel while promoting safety, accountability, teamwork, and responsive customer service.
- Develop and administer the departmental budget, prioritize equipment and material needs, and plan short- and long-range capital improvements.
- Coordinate contractors, vendors, suppliers, and utility providers; monitor performance; and ensure work is completed safely, satisfactorily, on schedule, and within budget.
- Maintain structural, electrical, plumbing, and HVAC systems by leading inspections, troubleshooting, servicing, repairs, replacements, and regulatory compliance efforts.
- Strengthen asset management by maintaining accurate service and inventory records, improving purchasing practices, and applying current construction and maintenance techniques.



Minimum Qualifications

The ideal candidate will possess:

- Ten (10) years of progressively responsible experience in building maintenance, repair, and/or construction, including at least five (5) years of supervisory experience.
- Considerable knowledge of building and grounds maintenance principles, practices, materials, equipment, and applicable safety precautions, standards, codes, and regulations.
- Working knowledge of structural, electrical, plumbing, and HVAC systems and practices used to inspect, troubleshoot, maintain, repair, and replace building equipment and systems.
- Demonstrated ability to supervise staff, manage work schedules, oversee contractors and service providers, administer budgets, plan capital projects, maintain records, and support purchasing and inventory processes.
- Proficiency with Microsoft Office applications, strong organizational skills, and excellent written and verbal communication abilities.
- A customer-service-focused approach and the ability to communicate procedures and regulations effectively to employees, contractors, service providers, and the public.
- Demonstrated project management skills, knowledge, and experience.
- Must possess and maintain a valid Virginia driver's license and have a good driving record.

Preferred Qualifications

- Fifteen (15) years of progressively responsible experience in building maintenance, repair, and/or construction, including at least ten (10) years of supervisory experience.
- A current HVAC license and substantial experience maintaining commercial HVAC systems.
- Experience with water and sewer systems, including distribution, pumping facilities, and related maintenance operations.
- Experience reviewing and monitoring contracts and requisitioning materials, supplies, tools, and equipment.
- Demonstrated experience planning and delivering capital improvement projects for public, commercial, or institutional facilities.
- Advanced training or certifications in facility management, workplace safety, building systems, or project management.

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 Facilities Manager position is \$75,902.00 - \$79,352.00, depending on qualifications and experience.

The Town of Tappahannock offers employees a comprehensive benefits package at no cost, including health, dental, vision, and life insurance; paid leave and holidays; mandatory participation in the Virginia Retirement System (VRS); 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.

