

Director of Building and Grounds

Dept/Div: Building & Grounds/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult skilled technical work directing, planning, implementing and participating in facilities construction and maintenance, including building, grounds and equipment maintenance, and solid waste, and related work as apparent or assigned. Work is performed under the limited supervision of the County Administrator. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Recruits and selects department personnel; assigns, directs, trains and inspects the work of staff; rewards, disciplines, coaches, counsels and evaluates staff performance; develops staff schedules; recommends transfers, promotions, suspensions, terminations, and demotions.

Coordinates, oversees and assists with mechanical, electrical, HVAC, plumbing, carpentry, construction, painting, custodial and grounds maintenance projects.

Oversees work performed by contracted service providers.

Oversees solid waste including closed landfill and collection centers.

Obtains competitive bids and price quotes.

Prepares operating and capital improvement budgets; monitors expenditures.

Coordinates and inspects construction projects.

Schedules routine and preventative maintenance.

Knowledge, Skills and Abilities

Thorough knowledge of tools, materials and equipment utilized in building and grounds maintenance programs; thorough knowledge of principles and practices of work execution in buildings and grounds maintenance; thorough knowledge in reading and interpreting architectural drawings and electrical, mechanical and structural schematics; thorough knowledge in preparing various reports and other types of correspondence; thorough knowledge of and in the use of the equipment associated with the position; thorough knowledge in the use of standard office equipment and associated software (e.g. HVAC Controller, Kantech Access Control software); thorough knowledge of occupational hazards and safety precautions of work; ability to solve problems within scope of responsibility; ability to supervise the work of personnel; ability to make arithmetic computations; ability to compute rates, ratios and percentages; ability to understand and apply trigonometry and geometry; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Associates/Technical degree with coursework in engineering, construction management, or related field and moderate experience in construction, maintenance, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to

Director of Building and Grounds

outdoor weather conditions, exposure to extreme cold (non-weather), exposure to the risk of electrical shock and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of any Contractor's license issued by the Department of Professional and Occupational Regulations in the Commonwealth of Virginia upon employment.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 12/01/22