

# EMPLOYMENT OPPORTUNITY

## GRAYSON COUNTY

### Director of Maintenance

Grayson County is currently accepting applications for the position of Director of Maintenance who will perform difficult skilled technical work prioritizing, assigning and participating in various installation, maintenance and repair activities, preparing and maintaining records and reports, and related work as apparent or assigned. Work is performed under the limited supervision of County Administration. Departmental supervision is exercised over all personnel within the department.

**Preferred Qualifications:** Associates/Technical degree with coursework in building trades, ore related field preferred and extensive experience in carpentry, electrical, plumbing, landscaping, or equivalent combination of education and experience.

**JOB DESCRIPTION/DUTIES/QUALIFICATIONS:** Can be found on our website listed below.

**REQUIRED:** Must be 18 years or older & have a valid driver's license.

**Salary:** DOQ&E.

All candidates must provide a resume' and a **completed Virginia State Application** (can access from website listed below) **by Friday, December 9, 2022 at 5:00 p.m.** to Grayson County Administration, PO Box 217, Independence, VA24348. Grayson County website at: [www.graysongovernment.com](http://www.graysongovernment.com) (look under public services). Position will be open until filled. Grayson County is an EEO/AA employer. Position will be opened until filled.

## Director of Maintenance

FLSA Status: *Exempt*

### General Definition of Work

Performs difficult skilled technical work prioritizing, assigning and participating in various installation, maintenance and repair activities, preparing and maintaining records and reports, and related work as apparent or assigned. Work is performed under the limited supervision of County Administration. 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

Assigns work ordering; ensures that department assignments are carried out in a timely manner.

Assists in recruiting and selecting departmental personnel; coaches, counsels, and disciplines personnel; recommends transfers, promotions, suspensions, demotions and terminations; develops staff schedules; assigns, directs and inspects the work of department personnel.

Provides administrative support to the department by processing paperwork for payroll, purchasing, budget procedures, etc.; maintains employee leave records; prepares departmental budget; monitors expenditures; processes accounts payable.

Reduce operating costs where possible and ensure that the department stays within budget.

Maintains up to date records of inspection and services for all fire safety and prevention codes in County buildings.

Ensures excellent customer service is provided to both internal and external customers of the department, answers questions and provides information as needed.

Orders materials for on-going job sites.

Maintains bid information on material and services.

Prepares requests for proposals for any projects according to the County's purchasing policy.

Coordinate, oversee and assist with electrical, carpentry, plumbing, painting, maintenance, etc. duties on County facilities, grounds and equipment.

Oversees work performed by contracted service providers.

Prepares operating and capital improvement budgets.

Coordinates and inspects construction projects.

Schedules routine and preventative maintenance.

### Knowledge, Skills and Abilities

Thorough knowledge of the practices of municipal operation, facilities, equipment, maintenance and related activities and services; thorough knowledge of the equipment and tools needed for an efficient and effective maintenance program; thorough knowledge of the occupational hazards and necessary safety precautions; ability to review and analyze plans and specifications for the construction of public facilities; ability to formulate safe operational policies and procedures; ability to maintain records and prepare technical reports; ability to supervise the work of subordinates; ability to establish and maintain effective working relationships with associates, elected officials, building officials, fire marshals, insurance agents, engineers, law enforcement officials, school officials, health officials, DOT officials, contractors and the general public.

### Education and Experience

Associates/Technical degree with coursework in building trades, or related field preferred and extensive experience in carpentry, electrical, plumbing, landscaping, or equivalent combination of education and experience.

### Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and lifting, frequently requires standing, stooping, kneeling, crouching or crawling and pushing or

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pulling and occasionally requires sitting, climbing or balancing, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; 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 frequently requires exposure to wet, humid conditions (non-weather), exposure to fumes or airborne particles and exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids; work is generally in a loud noise location (e.g. grounds maintenance, heavy 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.

Grayson County is an EOE/AA employer  
Position will be open until filled.  
Salary – DOQ&E