

## GENERAL SERVICES DIRECTOR

### Pulaski County

**Department:** General Services

**Reports to:** County Administrator

**Supervision Exercised:** General Services, County Garage, Grounds Maintenance, Environmental Services

**Supervision Received:** Work is performed with minimal instruction and supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Exempt, Full Time

**Work Hours:** Monday thru Friday, 7:30 a.m. until 4:00 p.m. Some evenings, weekends, and holiday work required.

**ESSENTIAL FUNCTIONS:** Provides direction and assists with the daily operations of the General Services Department, the Environmental Services Department, the Pulaski County Garage Facility and the Grounds Maintenance Department.

**JOB 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. Employee must successfully pass a drug test and background check. Possession of a valid appropriate driver license issued by the Commonwealth of Virginia for operating a passenger vehicle or light truck is required. Position also requires a Class A Commercial Driver's License.

#### **RESPONSIBILITIES:**

- Develop and manage the Garage, General Services, Grounds Maintenance and Environmental Services budgets
- Recommend and review changes to the annual capital needs budget
- Direct programs that ensure the safe effective operation of the County Garage Facility
- Obtain/Maintain a Commercial Pesticide License to oversee the pesticide programs for the County
- Direct purchasing of the vehicles, equipment, fuel, cleaning supplies and materials related to the daily operation of the County
- Direct programs that ensure the efficient operation of the County Grounds Maintenance Department
- Direct the Facilities Manager in the maintenance, repair or renovation to facilities owned by the County
- Direct the Facilities Manager in the appropriate cleaning and development of an SOP required for proper sanitation and cleaning of all county buildings

- Communicate openly and effectively with citizens, staff and administration as a positive representative of Pulaski County

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of budget preparation and operation procedures
- Thorough knowledge of available project funding alternatives
- Ability to work well with independent governmental agencies and officials

**ADA REQUIREMENTS:** Requires sedentary work involving standing or walking for brief periods, exerting up to 20 pounds of force on a regular basis, and some dexterity in operating machines, tools, or office equipment. The position is exposed to extreme heat/cold, wet or humid conditions, fumes or noxious odors, heights, disease/pathogens, traffic, and animals/wildlife. The position requires normal visual acuity and field of vision, hearing, speaking, color perception, and sense of smell.

#### **EDUCATION AND EXPERIENCE:**

- Commercial Pesticide License required
- Bachelor's degree in business, education or related field preferred
- Five years supervisory experience in one of the related fields
- Demonstrated ability to work effectively with others

#### **PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

#### **TRAINING AND JOB DEVELOPMENT:**

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all Pulaski County policies and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_