

County of Henrico Job Classification

Facilities Division Director



General Summary of Classification:

This position oversees the operation of County facilities and manages core functions, including asset management for HVAC, custodial services, and facility maintenance in alignment with County objectives. Work is performed under the general direction of the Assistant Director of General Services.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

- Oversees facility operations, including maintenance, custodial services, and grounds services.
- Manages building infrastructure programs, maintenance planning, and work management systems.
- Develops cost-effective strategies to preserve and extend building infrastructure lifespan.
- Sets performance targets for asset conditions and customer service.
- Ensures compliance with safety, regulatory, and operational standards.
- Utilizes asset data and local knowledge for maintenance planning and budgeting.
- Develops and manages budgets, including long-term planning and cost control.
- Oversees and manages the planning and execution of projects in collaboration with other relevant internal and external stakeholders.
- Supervises and directs the work of subordinate professional, supervisory, technical and/or support employees; leads hiring, training, scheduling and evaluating of division staff.
- Prepares and manages contracts for service providers and capital projects.
- Leads coordination efforts for weather- response activities, mobilizes appropriate personnel and resources to maintain safe and accessible facilities.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Excellent knowledge of asset planning, trending and management using comprehensive modeling and asset management systems and tools; excellent understanding of building architectural, electrical and mechanical systems; knowledge of large-scale building cleaning procedures and grounds maintenance management practices.
- **Technical:** Strong computer skills with the ability to use computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for communications and to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Excellent communication skills with the ability to resolve complex and sensitive issues independently; collaboration skills with the ability to develop and maintain effective working relationships with

internal and external customers; ability to work and communicate with diverse audiences at all levels.

- **Decision-making and Authority:** Collaborates with a diverse array of stakeholders with competing priorities and successfully manages related negotiations; developing and managing budgets, programs and staff.
- **Leadership:** Supervisory. Proficient in developing and leading projects and project teams, including effectively managing resources; excellent supervisory skills, with the ability to monitor, train, mentor, and direct the work of others.
- **Environment:** Typically works in an office setting; may be required to work in a wide array of indoor and outdoor locations and weather conditions; may be required to travel to facilities countywide.
- **Physical:** Visual and hearing acuity sufficient to recognize engage in effective negotiations and collaborations. Physical ability sufficient to perform assigned duties in a wide array of duty-related locations as needed.

Minimum Education and Experience:

- **Education:** Four (4) year degree in a relevant field, job-relevant master's level degree preferred;
- **Experience:** Six (6) years of experience in the operation of the physical plant of a multi; two (2) of which must have been in a supervisory capacity.
OR: Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations.
- May be required to travel and work a flexible or on-call schedule.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

Job Code: G.B.P.0061.

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This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.