



Position Opening

Position Title:

Director of Buildings and Grounds

Description:

This position participates in the planning, coordinating, supervising, and staffing of buildings and grounds functions. This position also serves as Risk Management and Safety Coordinator for the County. Prioritizes, schedules, and executes work orders. Oversees and coordinates maintenance service contracts and contractors. Prepares departmental budget requests and oversees approved budget. Supervises departmental staff. Does related work as required. Reports directly to the County Administrator.

Special Requirements:

Extensive experience in buildings and grounds maintenance or related field(s) required. Supervisory experience, as well as associates/bachelor's degree in a related field(s) preferred.

Possession of a valid driver's license.

Starting Salary:

Negotiable depending on qualifications

Benefits Include:

Health insurance, Virginia Retirement System, Paid Leave and Holidays

Closing Date:

Open until filled. May close at any time.

Application Process:

Applicants must submit a county application, a cover letter to include salary expectations, and a resume outlining their qualifications for the position.

County applications may be obtained from:

County Website

www.southamptoncounty.org

Email

tbradshaw@southamptoncounty.org

In-person

County Administrator's Office
26022 Administration Center Drive

Courtland, VA 23837

Applicants are required to return their completed application materials to the County Administrator's Office at the address above or to Tina Bradshaw via email at: tbradshaw@southamptoncounty.org.

Southampton County is an Equal Opportunity Employer.

Posted: October 28, 2024