

**Sandra H. Snow**  
Assistant County Manager



**COUNTY OF SURRY**

**County of Surry**  
**Historic Courthouse**  
**Post Office Box 1467**  
**114 W. Atkins Street**  
**Dobson, NC 27017**

## **RECRUITMENT ANNOUNCEMENT**

The County of Surry is accepting applications for a **FACILITIES DIRECTOR**. This position is responsible for the overall administration, direction, and operation for the maintenance of County buildings, grounds, and facilities and works closely with the Facilities Supervisor to oversee the daily operations of the department. The Facilities Director works with department heads to inspect, assess and determine maintenance needs for each department and works with architects and consultants on plan specifications for various construction and renovation projects. The position is responsible for reviewing existing maintenance programs to determine the efficiency and effectiveness of the programs. The position prepares the County budget for all buildings and departmental operations and monitors utilization of funds. Duties also include supervising the staff and operations for maintenance, repair, construction, cleaning, and upkeep of all County facilities. The employee reports directly to the County Manager and Assistant County Manager and performs additional duties as required.

Required Knowledge, Skills and Abilities: Knowledge of the operating principles and maintenance requirements of the mechanical and electrical installations of County property; thorough knowledge of the physical layout of County facilities; ability to read and interpret manuals, blueprints, sketches, and detailed drawings; ability to communicate effectively in oral and written form; ability to establish and maintain effective working relationships with other employees, outside vendors and contractors, and County citizens. Applicants should possess practical working knowledge of Microsoft Office Suite and the ability to maintain a variety of databases and spreadsheets using Microsoft Office products.

Minimum Education and Experience: Graduation from a four-year college or university with a degree in facilities management or related business field with at least five years of experience in maintenance or a related field, three of which must be in a supervisory role; or graduation from a two-year school with seven years of experience in maintenance or a related field, five of which must be in a supervisory role; or an equivalent combination of experience and training. Must have a valid driver's license and be insurable under County insurance at regular rates.

Salary Range: Grade 75 \$50,544 – \$86,004

Applications will be taken at the NC Works Career Center, 541 West Pine Street, Mount Airy, NC (phone 336-786-4169) or at Surry County Human Resources, 114 W. Atkins Street, Dobson, NC (336-401-8221) until position is filled. A complete list of duties and analysis of physical demands will be available upon request. Call Sandra Snow, Assistant County Manager, at 336-401-8202 for additional information.

**SURRY COUNTY IS AN EEO EMPLOYER**  
**SURRY COUNTY IS A DRUGFREE WORKPLACE**

**Date posted: February 6, 2020**  
**Closing date: Open until filled**