

MAJOR FUNCTION

This is professional and managerial work directing organization-wide programs for facility operations, new facility design/construction and renovations and the ancillary parking facilities. The incumbent is responsible for managing a considerable variety and volume of professional work concerned with compliance to Florida House Bill 7135 (2008), green building rating system standards, improvement projects; facilities plant operations and maintenance, real estate, code enforcement, and selected building security. An employee in this position receives general supervision from the Director of Environmental Policy & Energy Resources and considerable independent judgment, discretion, and initiative are exercised in carrying out the responsibilities of the unit with efficiency and effectiveness. Work is reviewed through meetings, reports and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises, directs, plans, coordinates, and instructs personnel and resources within the Facilities Management Division to successfully perform duties and responsibilities on a twenty-four hour basis. Coordinates work activities and programs of the division with other City programs and projects. Advises staff from other City departments regarding facilities planning, master planning, compliance to Florida House Bill 7135 (2008), green building rating system standards, and overall structure-related issues including alterations, modifications and new construction projects. Meets, advises and consults with developers and staff regarding building construction or land development issues associated with architectural projects and facility projects. Oversees periodic on-site inspections of City facilities and projects, including grounds, equipment, and surroundings for proper condition and maintenance. Develop and implement policies such as Comprehensive Facility Use Policy, Green Clean Policy, Facility Inventory Inspection & Monitoring Program, and Facility Recycling Program. Manages contracts for acquisition of goods and services including: major operating system or major equipment maintenance; repair or replacement, such as HVAC, electrical, plumbing, elevators, audio visual equipment and office furnishings; and services such as custodial, security, catering, window washing, keying of entries, and vending and beverage services; and recommends changes in the contracts or scopes of work as necessary. Continuously observes, inspects and evaluates structural facilities, operating systems and equipment for signs of malfunction or disrepair. Analyzes problems reported or detected (structure, HVAC equipment, electrical, plumbing, etc.) and recommends a solution for service restoration, including cost estimates. Resolves problems with asbestos or other issues that affect the quality and safety of City buildings and occupants. Prepares contract specifications, reviews bids, makes recommendations, and reviews and inspects work in progress to insure conformance with applicable conditions and regulations for the alteration, repair or replacement of the facility, its mechanical and operating systems, equipment and appliances as is applicable. Establishes and implements a preventative maintenance program for the existing facility structures, mechanical, electrical and environmental/HVAC systems; conducts inspections of same and takes the appropriate action to continue or improve related operations and services. Monitors performance per scope of work and contractual agreements. Prepares and administers the unit's multi-million dollar annual budget; including manpower estimates and the requisition of supplies, tools, materials, and equipment essential to the provision of services in areas of responsibility. Plans for the long-term replacement of equipment and major operating systems. Assists in identifying, developing and communicating appropriate building security plans and measures. Plans, coordinates and participates in safety inspections, emergency management program activities, and emergency evacuations. Ensures safety codes and regulations are met. Develops and recommends quality and productivity improvement options to improve services and their effectiveness. Directs the allocation of additional space in City facilities as needs dictate. Manages employee and public parking for City Hall. Directs and manages the work of the City Hall custodial staff through lower level personnel, including establishing work schedules and insuring staffing of all functions. Coordinates the citywide

facility recycling program. Supervises and participates in the maintenance of records and the preparation of reports. Recommends the hire, promotion, discipline, transfer, advancement, grievance resolution and discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Stays abreast of new methods, equipment and products related to green building rating system standards, the operation and maintenance of citywide facilities and facility operating systems and may attend demonstrations related to same. Prepares City Commission Agenda Items. Attends meetings to discuss facility programs with department directors, the City Commission or as a representative of the City with outside agencies or the public. Attends seminars and workshops, as appropriate. Maintains safety data files on all chemicals used for City Hall maintenance and as appropriate for other City facilities. Manages pool car program; coordinates City Hall decorations for holidays, Spring Time in Tallahassee, and various other festivities and provides assistance for on-going art displays. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of the green building rating system of U.S. Green Building Council (USGBC) Leadership in Energy and Environmental Design™ (LEED™), the Green Building Initiative's Green Globes, and Florida Green Building Coalition (FGBC). Thorough knowledge of Florida House Bill 7135 (2008) requirements. Thorough knowledge of business management and personnel administration policies, practices and procedures. Thorough knowledge of modern techniques, methods, procedures, principles and practices of all phases of facility management including the mechanical and operating systems and major equipment required to support the operations of City structures and the ancillary parking facilities. Thorough knowledge of accepted practices applicable to the maintenance, repair, alteration, and security, of buildings and facilities. Thorough knowledge of the operation and care of equipment, tools and supplies related to the care, repair, alteration and cleaning of buildings and facilities. Thorough knowledge of the occupational hazards and safety precautions of the work. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to develop, negotiate and manage concurrent contracts for goods and services. Ability to read and interpret construction plans, develop and implement contract specifications and prepare estimates, and interpret and work from technical sketches or plans. Ability to analyze problems with City facilities, operating systems and equipment, identify solutions, and estimate costs for alteration, adaptation, replacement or repair. Ability to develop, implement and monitor comprehensive preventative maintenance plans for existing City facility structures, mechanical, electrical and environmental/HVAC systems. Ability to plan and direct the work of employees and to assist in training and instructing employees in comprehensive facility operations. Ability to establish and maintain appropriate records and to make detailed and/or technical reports. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to address civic organizations or other public group or private groups on subjects relating to city facilities and architectural projects. Skill in the use of diagnostic technology, tools and equipment associated with areas of responsibility. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree and six years of technical, professional or administrative experience that includes construction; facilities or construction management; architecture; engineering; evaluation, maintenance and repair of buildings; mechanical operating systems; or equipment and contract management; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license.

Revised: 03-23-82
11-03-83
04-05-89
05-24-94
04-17-95
10-30-01
11-15-01
04-21-04*
07-10-04
06-20-07
02-09-11