

MAJOR FUNCTION

This is an executive management position responsible for leadership and management of the City's programs and initiatives relating to energy resource management, building design and construction, centralized facilities management, and monitoring the City's progress toward meeting goals in these areas. The incumbent serves as a member of the City's Leadership Team and also serves as one of the key staff persons 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, and code enforcement. Work is performed under the administrative direction of an Assistant City Manager and involves responsibility for planning, organizing, staffing and administering organization-wide initiatives. Considerable independent judgement, discretion, and initiative are exercised in efficiently and effectively carrying out the daily operations of the department. Work is reviewed through reports, conferences, observations, analyses of reports and recommendations, and by results achieved.

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

Plans, directs, and coordinates the development and delivery of services through the effective and efficient use of personnel and financial resources allocated to Facilities Department. Develops, implements and oversees the City's Centralized Facilities Management program including construction, renovation, repair and maintenance activities at all City facilities. Formulates strategic and long-range plans and policies designed to put the City of Tallahassee in the forefront of leadership in the areas of energy resource management and conservation efforts. Monitors and verifies progress towards achieving the City's goals in the target areas. Coordinates work activities and programs of the department with other City, State and County programs and projects, and with private entities and business partnerships, as applicable. Monitors the Energy Service Company (ESCO). Benchmarks critical operations in each department that has energy, environmental, or facilities impacts. Prepares reports, correspondence, and agenda items. Attends and participates in conferences and meetings of department heads, the City Commission, and others. Directs the preparation and administration of the operating and capital budgets of the department. Makes procedural and operational recommendations to the City Manager. Maintains and promulgates necessary departmental rules and regulations, in accordance with personnel rules and regulations and City policy. Ensures staff's compliance with the City's equal opportunity initiatives, and related federal and state laws. Reviews hiring recommendations and approves the selection, advancement, transfer, grievance adjustment, discipline and dismissal of departmental employees. Conducts performance appraisals and approves or denies merit increases. Directs, plans, coordinates, and instructs personnel and resources within the Facilities Department to successfully perform duties and responsibilities on a twenty-four-hour basis. 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. . Performs related work as required.

Other Important Duties

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, 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. Monitors performance per scope of work and contractual agreements. Plans for the long-term replacement of equipment and major operating systems. Ensures safety codes and regulations are met. Seek opportunities to operate the government in an enhanced environmentally conservative manner. Recommends modifications to City programs, policies, and procedures, as appropriate. Serves on cross-functional teams and committees when needed. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of modern techniques, methods, procedures, principles, and practices of building construction, environmental regulatory compliance, energy conservation, and resource management. Knowledge of personnel, finance, general office and business administration, and the ability to apply them. Knowledge of the principles, practices, and techniques used in the operation of the various components of the City's energy, environmental and facilities management programs. Knowledge of the principles of supervision, training and performance evaluation. Ability to plan, direct, supervise, coordinate, organize, and inspect programs and activities. Ability to conduct research and comprehend technical reports. Ability to plan, assign, instruct, review, and evaluate work assignments of professional and clerical personnel. Ability to address civic organizations or other public or private groups on subjects relative to green initiatives and energy resource management and conservation. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare, develop, and present target area plans and programs. Possesses management style and values that are consistent with the City's mission and values. Demonstrates interpersonal facilitation and communication skills. Skill in the use of microcomputers and the 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.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

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
04-23-22