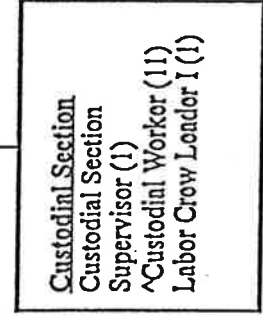
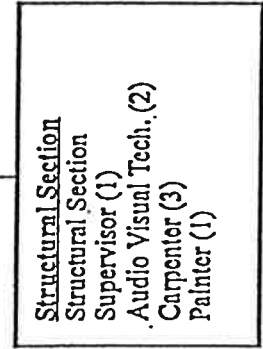
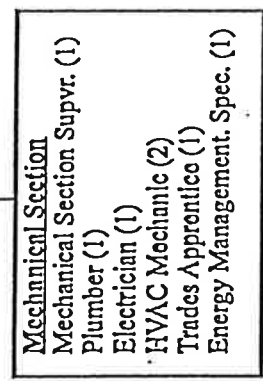
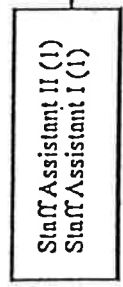


# FACILITIES MANAGEMENT FY 01-02 ADOPTED ORGANIZATION CHART

Personnel Changes  
^Delete Custodial Worker (2)  
Add Audio Visual Technician (1)



## FACILITIES MANAGEMENT DIRECTOR

### NATURE OF WORK

This is managerial and administrative work planning and coordinating construction and maintenance activities of General Government buildings and facilities.

### CLASSIFICATION STANDARDS

The single position allocated to this class reports to a designated supervisor and works under general supervision. Work in this class is distinguished from higher classes and lower classes by its department managerial and supervisory duties and emphasis on its highly technical construction and maintenance activities.

### EXAMPLES OF WORK\*\*

#### ESSENTIAL JOB FUNCTIONS

Plans, develops, and coordinates a comprehensive program for operation, cleaning, maintenance, alteration, and repair of City buildings, facilities, and equipment.

Prepares contract specifications for custodial services and for repair and alteration of facilities and mechanical equipment and appliances. Reviews contract bids and makes recommendations. Inspects contractual services for compliance with contract.

Confers with consultants, engineers, architects, and contractors to plan and implement projects of improvement, property acquisition, and new construction. Reviews specifications and designs. Inspects construction progress and reviews progress reports.

Prepares, submits, and monitors annual department budget.

Plans and coordinates equipment replacement and effective energy management programs.

Develops and implements work performance and safety standards, policies, and procedures. Sets priorities, approves work schedules, and inspects work in progress and on completion.

Recommends selection, promotion, discharge, and other appropriate personnel actions.

Attends work on continuous and regular basis.

#### NON-ESSENTIAL JOB FUNCTIONS

Coordinates and participates in maintenance of records, preparation of reports, and purchasing of supplies, tools, materials, and equipment.

May be responsible for enforcing the drug policy, based on physical location and organizational structure.

Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited four year college or university with major course work in civil, mechanical, electrical, or industrial engineering, and three years responsible facilities construction and maintenance experience, including two years of supervisory experience, preferably in an institutional environment, or any equivalent combination of education and experience.

**LICENSES/CERTIFICATES**

Valid Florida Professional Engineer License or Florida General Contractor License required.

**NOTES**

None.

**SELECTION FACTORS**

Extensive knowledge of principles and practices in the management, operation, and care of buildings, facilities, and equipment.

Thorough knowledge of renovation, alteration, repair, and maintenance of buildings and equipment and energy management.

Thorough knowledge of design and construction techniques and practices.

Thorough knowledge of principles and practices of effective administration and supervision.

Knowledge of governmental budget procedures.

Ability to plan, direct, and coordinate work of technical and supervisory subordinates.

Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public.

Ability to communicate effectively, both orally and in writing.

Human Resources Department: \_\_\_\_\_ / \_\_\_\_\_

Date

\*\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/1/94; 8/4/97.

## BUILDING MANAGEMENT DIVISION MANAGER

### NATURE OF WORK

This is managerial and administrative work planning and coordinating construction and maintenance activities of General Government buildings and facilities.

### CLASSIFICATION STANDARDS

The single position allocated to this class reports to a designated supervisor and works under general supervision. Work in this class is distinguished from higher classes by its lack of overall departmental responsibility and from lower classes by its administrative and supervisory duties and emphasis on its highly technical construction and maintenance activities.

### EXAMPLES OF WORK\*\*

#### ESSENTIAL JOB FUNCTIONS

Plans, develops, and coordinates a comprehensive program for operation, cleaning, maintenance, alteration, and repair of City buildings, facilities, and equipment.

Prepares contract specifications for custodial services and for repair and alteration of facilities and mechanical equipment and appliances. Reviews contract bids and makes recommendations. Inspects contractual services for compliance with contract.

Confers with consultants, engineers, architects, and contractors to plan and implement projects of improvement, property acquisition, and new construction. Reviews specifications and designs. Inspects construction progress and reviews progress reports.

Prepares, submits, and monitors annual division budget.

Plans and coordinates equipment replacement and effective energy management programs.

Develops and implements work performance and safety standards, policies, and procedures. Sets priorities, approves work schedules, and inspects work in progress and on completion.

Recommends selection, promotion, discharge, and other appropriate personnel actions.

Attends work on continuous and regular basis.

#### NON-ESSENTIAL JOB FUNCTIONS

Coordinates and participates in maintenance of records, preparation of reports, and purchasing of supplies, tools, materials, and equipment.

May be responsible for enforcing the drug policy, based on physical location and organizational structure.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in civil, mechanical, electrical, or industrial engineering, and three years responsible facilities construction and maintenance experience, including two years of supervisory experience, preferably in an institutional environment, or any equivalent combination of education and experience.

LICENSES/CERTIFICATES

Valid Florida Professional Engineer License or Florida General Contractor License required.

NOTES

None.

SELECTION FACTORS

Extensive knowledge of principles and practices in the management, operation, and care of buildings, facilities, and equipment.

Thorough knowledge of renovation, alteration, repair, and maintenance of buildings and equipment and energy management.

Thorough knowledge of design and construction techniques and practices.

Thorough knowledge of principles and practices of effective administration and supervision.

Knowledge of governmental budget procedures.

Ability to plan, direct, and coordinate work of technical and supervisory subordinates.

Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public.

Ability to communicate effectively, both orally and in writing.

Human Resources Department: Joan Yates 18/26/97  
Date

\*\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/1/94; 8/4/97.