

# Building Operations Manager

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**Job Code:** U8829  
**Pay Grade:** UE  
**Pay Scale:** \$69,888.00-\$113,971.20 Annually  
**Exempt:** Yes

## OVERVIEW

The Building Operations Manager is a critical position within the General Services and Facilities Operations Division and is responsible for managing all aspects of technical, and administrative services to all organizational components associated with the buildings and infrastructure supporting Sheriff's Office facilities.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Oversee the daily operations of personnel including the scheduling, monitoring standards, and property management of multiple facilities.
- Establish, implement, and maintain preventive maintenance programs for facilities including performing regular inspections of facilities to develop and identify maintenance activities and to ensure compliance with building codes, and other applicable safety standards.
- Ensure facility maintenance activities and requests for services are completed in a timely manner; provide weekly and monthly updates on projects and maintain records and reports as required.
- Manage and direct the development and oversight of outsourced contracts pertaining to facility maintenance, building renovations, and applicable building permits.
- Provide technical guidance, direction, and develop specifications for supplies, parts, equipment, and services requested of contractors.
- Provide technical information and input in response to Requests for Proposals (RFPs) submitted by contractors.
- Ensure proper instruction and training of personnel in methods and procedures, proper use of equipment, general preventative maintenance, system maintenance and repair, and proper safety protocols.
- Represent the agency/department/division at meetings, functions, and events.
- Perform other related duties as required.

## KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of the functions, services, activities, requirements, and objectives of the specific project/functional area to which assigned.
- Considerable knowledge of the principles and practices of project management.
- Considerable knowledge of plans, development design, and project programming.
- Considerable knowledge of construction industry standards, Florida Building Codes, and regulations related to building renovations and new construction projects.
- Considerable knowledge of building products and constructions details.
- Considerable knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Working knowledge of management methods, techniques, and practices.
- Skill to interpret instructions furnished in written, oral, diagrammatic or schedule form.
- Skill to provide guidance, technical assistance and/or interpretation to others on how to apply

- procedures and standards to specific situations.
- Skill to review and ensure contract compliance.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to work both independently and as part of a team.
- Ability to delegate, manage, and supervise effectively through scheduling, assigning, monitoring, reviewing, training, and evaluating the work of assigned staff.
- Ability to develop technical specifications and budgetary costs for proposed construction projects.
- Ability to use a computer and related software including work order management programs.

## **WORKING CONDITIONS**

- Work within an office environment within a law enforcement agency.
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 50 pounds).
- May travel to various work sites using a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck, golf cart) to perform essential duties.
- May work non-standard hours including nights, weekends, and holidays.
- Maintain cell phone availability after hours and at home to aid and guide subordinates
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

## **MINIMUM EDUCATION & EXPERIENCE**

- A high school diploma or possession of a GED certificate.
- Five years of program/project management experience directly related to position duties, three of which must have been facilities construction and facilities maintenance oversight.

OR

- An associate degree from an accredited institution of higher education.
- Four years of program/project management experience directly related to position duties, three of which must have been facilities construction and facilities maintenance oversight.

OR

- A bachelor's degree or higher from an accredited institution of higher education with a major in business management, project management, or a related field.
- Three years of program/project management experience directly related to position duties in facilities construction and facilities maintenance oversight.

## **ADDITIONAL JOB REQUIREMENTS**

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United

- States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.