HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

# Facilities Operations Manager

**Job Code:** U8829
**Pay Grade:** UH
**Pay Scale:** $81,819.16-$122,728.75 Annually
**Exempt:** Yes

## OVERVIEW

Oversee all administrative and technical services related to the operations, maintenance, and improvement of Sheriff's Office facilities.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide leadership and guidance to direct the activities of subordinates; assign, monitor, and review work; evaluate performance and initiate corrective action as needed, including termination; assess staffing needs and assist in the selection of new staff.
- Coordinate and manage complex, multi-site projects related to facility operations, maintenance, renovations, and new construction.
- Administer and monitor contracts for facility-related services, upgrades, and improvement projects.
- Conduct regular inspections and lifecycle assessments of building systems; ensure compliance with Florida Building Codes and applicable safety standards.
- Provide technical guidance and develop specifications for supplies, equipment, services, and contractor support.
- Monitor and track facility service requests, ensuring timely resolution and accurate project reporting.
- Develop and maintain documentation and reports for inspections, equipment certifications, and operational planning.
- Support budget development and monitor expenditures related to facilities operations.
- Identify and implement improvements to enhance operational efficiency and facility performance.
- Ensure personnel are properly trained in operational procedures, equipment use, maintenance practices, and safety protocols.
- Represent the division at meetings, functions, and events.
- Perform other related duties as required.

## KNOWLEDGE & ABILITIES

- Knowledge of facilities operations, building systems, maintenance practices, and safety standards.
- Considerable knowledge of mechanical, electrical, plumbing, and other building systems.
- Familiarity with Florida Building Codes and applicable regulatory requirements.
- Understanding of construction project management and vendor contract administration.
- Proficiency with work order systems, facilities management tools, and standard business software.
- Ability to manage, schedule, train, and evaluate personnel.
- Ability to prioritize tasks and manage multiple projects across different sites.

- Ability to develop technical specifications and project cost estimates.

## SKILLS

- Facility Operations
- Facility Management
- Verbal Communications
- Building Codes
- Written Communication
- Contract Compliance
- Contract Review

## 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 or project management experience in facilities operations, including experience in construction, infrastructure, logistics, or grounds maintenance oversight.

OR

- An associate degree from an accredited institution of higher education.
- Four years of program or project management experience in facilities operations, including experience in construction, infrastructure, logistics, or grounds 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 or project management experience in facilities operations, including experience in construction, infrastructure, logistics, or grounds 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.