

**RESOLUTION NO. 24-78**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A JOB DESCRIPTION FOR A FACILITIES MANAGER AND AUTHORIZING A BUDGET AMENDMENT TO FUND THE FACILITIES MANAGER POSITION.**

**BE IT RESOLVED** by the City Council of the City of Panama City Beach that:

1. The creation of the Facilities Manager position for the City as more fully described in the job description **attached** hereto as Exhibit A and presented to the Council today is hereby approved.
2. The following budget amendment #14 is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2023, and ending September 30, 2024, as shown in and in accordance with the **attached** and incorporated Exhibit B, to fund the Facilities Manager position.


**THIS RESOLUTION** shall be effective immediately upon passage.

**PASSED, APPROVED AND ADOPTED** in regular session this 25<sup>th</sup> day of January 2024.

**CITY OF PANAMA CITY BEACH**

By:   
Mark Sheldon, Mayor

**ATTEST:**

  
Lynne Fasone, City Clerk



**Facilities Manager**  
Public Works

**JOB SUMMARY**

Directs and manages all activities and operations of building and custodial maintenance, including the implementation of preventative maintenance practices, tracking issues, and performing long-term planning for maintenance of facilities. The Facility Manager develops maintenance strategies that minimize long-term funding expenditures and oversees maintenance personnel and contractors to ensure day-to-day functions are addressed.

**MAJOR DUTIES**

- Coordinates and manages the operational activities, programs, functions, and services for the division.
- Responsible for the building and custodial maintenance activities of all city buildings and facilities.
- Coordinates with individual City Departments to ensure their facilities needs are being met.
- Responsible for the administration of building keys and coordinating with IT on installation and repair of building access system hardware, including doors and gates to ensure building security.
- Managers, supervises, and directs the activities of assigned staff and functions; schedules employees, assigns work and monitors progress; guides, trains, and develops employees in the accomplishment of their duties and professional growth; evaluates performance.
- Ensures buildings are properly maintained, cleaned, meet ADA compliance, safe and secure.
- Directs activities to provide specific building and custodial services.
- Procures, manages/enforces contracts.
- Assesses damage, identifies preventative maintenance needs, implements repair and corrective measures.

- Establishes and maintains a work management plan.
- Implements and maintains an effective work order tracking system.
- Prioritizes work.
- Prepares and administers the division's budget by performing long-term planning and forecasting the necessary funds for staffing, materials, and supplies. Submits budget recommendations and justifications. Monitors expenditures to ensure operations stay within annual budget.
- Ensures that all work is performed in accordance with approved methods and procedures.
- Oversees and performs project management functions to include reviewing plan designs and specifications; ensures that projects are constructed and documented in accordance with the contract documents and standard practices, within budget, and on schedule.
- Creates reports on maintenance, repairs, safety, and other facilities related issues.
- Performs change order estimating and change order negotiations for approval by City Management and/or City Council.
- Coordinates and monitors schedule updates, invoices, and submittals.
- Performs preventative maintenance planning and the coordination and implementation of preventative maintenance for City facilities.
- Assists departments with special projects as needed, and coordination of services by the department or third- party contractor.
- May serve as a primary on-site contact for vendors, contractors, and service providers performing repairs or maintenance in City facilities; ensures proper permits and documentation are filed and processed.
- Assists in researching and purchasing supplies and materials as needed to accomplish repairs and maintenance of the City's facilities and equipment.
- Assists in identifying capital needs for all City facilities.
- Completes special project assignments as needed.
- May prepare agenda items, RFPs, RFQs, and other pre-bid documents, and post-bid as needed.
- Oversees building projects and renovations.

- Works closely with Project/Construction Managers to plan and construct major facilities improvements/expansions as well as identify capital needs for all City Facilities.
- Ensures the adherence to safe work practices within assigned areas.
- Receives, investigates, and resolves problems within assigned areas.
- Attends and/or conducts a variety of meetings; represents the department at meetings with other city staff and/or service providers.
- Responds to on-site inquiries from the public. Receives, investigates, and resolves complaints from employees and the public regarding City buildings.
- Responds to emergency building maintenance related issues in a timely manner and coordinates damage control, repairs, and facility security.
- Performs more difficult and complex building maintenance duties.
- Performs other duties as assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of facilities maintenance.
- Knowledge of relevant local, state, and federal laws.
- Knowledge of project and department budget processes and tools.
- Knowledge of Risk Management, including applicable safety policies and procedures.
- Knowledge of building and facility preventative maintenance services.
- Knowledge and use of material safety data sheets.
- Knowledge of proper use of personal protective equipment.
- Knowledge of mechanical equipment, HVAC systems including boiler operation, fire safety, emergency power, water treatment systems, and building automation management systems.
- Knowledge of Work Order systems and ability to organize and track data.
- Proficiency with repair tools and techniques
- Keen attention to detail and efficient problem-solving skills
- Skill in the safe and lawful operation of a motor vehicle.

- Skill in effectively evaluating work projects, estimating time, materials, equipment, and staffing needs.
- Skill in short/long-term planning and prioritizing work.
- Skill in mediating and resolving disputes.
- Skill in interpersonal relations as well as ability to effectively communicate orally and in writing with all levels of employees, guests, vendors, and team members.
- Ability to interpret, understand, and comply with complex statutes, ordinances, regulations, standards, and laws.
- Ability to coordinate, monitor, and review work of outside contractors.
- Ability to perform routine inspections of facilities and systems effectively.
- Ability to develop and implement operating procedures, standards, and guidelines.
- Ability to develop, manage, and maintain budgets.
- Ability to coordinate divisional services and activities with other departments, divisions, vendors, and outside agencies.
- Ability to supervise, direct, and train employees.
- Ability to research, develop, and present reports, proposals, and recommendations.
- Ability to use standard office equipment, computer equipment, and software applicable to the position.
- Ability to exercise initiative and to make sound independent judgment.
- Ability to prepare and maintain reports, records, and business correspondence.
- Ability to work safely in all environments, including adverse weather conditions and hazardous environments.

#### SUPERVISORY CONTROLS

The Public Works Director assigns work in terms of very general instructions and spot-checks completed work for compliance with procedures and the nature and propriety of the results.

#### GUIDELINES

Guidelines include relevant building codes and City purchasing policies and procedures. These guidelines require judgment, selection, and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

This work involves inspecting and maintaining buildings, electrical, plumbing, air conditioning and landscaping on several premises. The position collaborates with building inhabitants to set safety protocols, schedule routine maintenance, plan new projects and perform emergency repairs. The work consists of varied design, liaison, and project management duties. Dealing with a legacy of neglect and addressing unforeseen urgent issues contribute to the complexity of the work. Successful performance ensures compliance with budget, timelines, plans and specifications.

## CONTACTS

- Contacts are typically with co-workers, other city personnel, architects, developers, engineers, general contractors, construction superintendents, and the public.
- Contacts are typically to give or exchange information, resolve problems, justify matters, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, balancing, reaching, grasping, sitting, talking, hearing, seeing, crouching, squatting, stooping, and making repetitive motions. The employee occasionally lifts light to moderately heavy object(s), pushes, pulls, climbs ladders, and distinguishes between shades of color.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over the Facilities Technician.

## MINIMUM QUALIFICATIONS

- Must have graduated from standard high school/GED, or vocational school; must have six (6) years of experience within facilities management, building maintenance, or project management. Previous supervisory experience is preferred. Previous HVAC, plumbing and electrical experience desirable. Supplemental technical education or college coursework in facility, building, or construction management is desirable. Equivalent combinations of education, experience and training which provide the required knowledge, skills, and abilities may be considered.

- Must be capable of overseeing contracted work and holding contractors accountable for meeting quality, budgetary and schedule expectations.
- Must have basic working knowledge of computer applications and software.
- 5+ years of facilities management in the government industry preferred.
- Experience with large Government construction sites preferred.
- Possession of or ability to readily obtain and maintain a valid driver's license issued by the State of Florida for the type of vehicle or equipment operated.

#### EMPLOYEE ACKNOWLEDGMENT

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and that I can perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*\*\*These are intended only as illustrations of various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

