



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Facility Services Manager
DEPARTMENT: Public Works
DIVISION: Facilities
SUPERVISED BY: Public Works Director

JOB SUMMARY/OVERVIEW OF THE POSITION: Under limited supervision, the Facility Services Manager performs administrative, supervisory, and technical work for the Facilities Division. This position oversees and evaluates all division activities, staff, and budgets while coordinating city-wide facility operations. Work involves planning, developing, organizing, and directing the maintenance, repair, and construction of City buildings and facilities, as well as managing warranties, service contracts, and maintenance agreements. Independent judgment and initiative are required to achieve division goals and objectives. The role requires frequent interaction with contractors, City staff, elected officials, and the public, demanding professionalism, tact, and courtesy. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

Assist with the maintenance of all City buildings and performs general grounds keeping.

- Develops and manages division goals, objectives, policies, and procedures.
- Oversees facility maintenance, repair, construction, and custodial operations to ensure safe, functional, and well-maintained facilities.
- Plans, organizes, and directs division structure, staffing, and activities; evaluates efficiency and implements improvements.
- Prepares and administers operating and capital budgets, monitors expenditures, and allocates resources appropriately.
- Researches industry trends, attends trainings, and reviews publications to maintain technical expertise.
- Selects, trains, motivates, and evaluates division staff; coordinates training and performance improvement.
- Prepares RFPs and bid specifications with Procurement; reviews proposals and recommends contract awards; determines when projects are best performed internally or outsourced.
- Manages city-wide facility service contracts (e.g., HVAC, elevators, generators, alarms, fire suppression systems); inspects contractor work and verifies accuracy of invoices.
- Conducts inspections of City buildings and systems (HVAC, plumbing, electrical, etc.); develops preventive maintenance programs and ensures compliance with codes and permits.
- Monitors utility consumption and implements cost-saving measures.
- Oversees construction, maintenance, and operations projects; ensures quality, timeliness, and compliance with codes, laws, and City standards.
- Coordinates departmental moves, equipment relocation, and facility-related work orders; tracks and documents completion of maintenance tasks.

- Collaborates with the Safety Committee to address facility accessibility, safety, and ADA compliance issues.
- Maintains accurate records, reporting, and project accounting.
- Serves as essential personnel during natural or man-made disasters, supporting emergency management operations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of facility management, maintenance practices, and building trades (HVAC, plumbing, electrical, carpentry, painting, janitorial).
- Knowledge of federal, state, county, and city codes and regulations governing facilities.
- Familiarity with the occupational hazards of building trades and required safety practices.
- Ability to read and interpret blueprints and specifications.
- Strong administrative, organizational, and leadership skills.
- Proficiency in budget development, monitoring, and forecasting.
- Skilled in preparing detailed reports and communicating effectively both orally and in writing.
- Proficient in Microsoft Office Suite and facility management software.
- Ability to establish and maintain effective working relationships with staff, contractors, officials, and the public.
- Ability to exercise sound judgment in complex decision-making situations.

PHYSICAL SKILLS: Use of both arms, legs, and hands with majority of fingers, good vision (corrected), good hearing (corrected), ability to lift and load 45lbs., walking, standing, crawling, squatting, kneeling, bending, pushing, balancing, climbing and stooping. Environmental Conditions: Constant work outside, alone or closely with others in or with moving objects, during adverse weather conditions, high noise, and vibrations.

EDUCATION, TRAINING AND EXPERIENCE:

- Five (5) years of progressively responsible building maintenance experience, including at least three (3) years in a supervisory capacity.
- Equivalent combinations of training and experience may be considered.
- Bachelor’s degree in Construction Management, Facilities Management, or a related field preferred.

Licenses/Certifications:

- Valid Florida Driver’s License required.
- Preferred: HVAC training certificate with at least seven (7) years of building and equipment maintenance experience (including refrigeration and HVAC).
- Experience with the National Electric Code, Southern Building Code, and EPA certification in refrigerant handling is desirable.

ADA STATEMENT: *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

DRUG-FREE WORKPLACE: *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

VETERANS' PREFERENCE: *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Exempt

PAY GRADE: See current pay scale