

Detailed Class Spec

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Print Job Description

- [Job Postings](#)
- [Job Interest Cards](#)
- [Job Health Target Range](#)
- [Exp Rating Items](#)
- [Eval Step Template](#)
- [Skills](#)
- [Return To List](#)

Class Title	Fire Dept Senior Project Manager
Salary	\$66,550.00 - \$96,498.00 Annually

- [Description](#)
- [Benefits](#)
- [Custom Form Fields](#)

Manages the maintenance services and repairs performed on Fire Department and any Department-leased facilities by in-house maintenance and contractor staff in the areas of plumbing, electrical, mechanical, carpentry, and painting. Ensures Fire Department buildings are properly maintained and upgraded to preserve assets and provide an atmosphere of health, comfort, and safety for employees and the public. Identifies necessary repairs and improvements to extend life expectancy and reduce operating costs for all buildings.

Examples of Duties:

- Develops, implements, maintains, and administers an effective five-year major maintenance plan for facilities, including written standard operating procedures.
- Directs the implementation of tasks, plans, schedules, and records histories of remedial, preventive, and predictive maintenance performed on property components and systems.
- Coordinates the identification of all building and property components and systems requiring preventive and predictive maintenance. Prepares appropriate maintenance task descriptions, frequencies, time standards, material requirements, job plans, and schedules to accomplish the preventive maintenance program.
- Develops specifications for maintenance contracts. Participates in vendor selection, oversees contracts, and monitors contractor performance. Evaluates contractor quality control procedures. Reports and performs periodic reviews on contractors. Approves payments in accordance with contract documents.
- Generates and implements procedures and processes necessary to periodically inspect all properties to ensure cleanliness and proper operation. Initiates corrective actions as required. Documents results of inspections and corrective actions.
- Assists in long-range budget development by identifying financial needs to accomplish routine maintenance requirements.
- Reviews and approves invoices related to Facilities operations. Monitors maintenance budgets to ensure expenditures are within budget.
- Directs and supervises assigned personnel to include training and performance evaluations; participates in the hiring and disciplinary process. Identifies and facilitates training needs for assigned personnel.
- Provides or obtains technical assistance as needed to assist maintenance personnel in the analysis and solution of maintenance problems.
- Participates in staff meetings as a management team member. Coordinates activities with other department staff. Formulates and reviews department policies, procedures and organization issues as needed.
- Conducts design reviews of engineered projects to ensure compatibility and sustainability with existing buildings. Confers with architects, engineers, contractors, and others as needed.
- Assists with short/long range planning of facilities issues and Division management.
- Performs other duties as required.

Emergency Response

County employees are required to report for work during a state of emergency and are subject to recall around the clock for emergency response operations which may include duties other than those specified in this job description.

Typical Qualifications:

Education and Experience

- Associate's degree in Construction, Project Management, or related field.
- Five years of experience working in project management, constructions management or facilities maintenance and a minimum three (3) years of supervisory experience.
- Three years of experience in renovation/construction project management.
- Any equivalent combination of related education and work experience that satisfy the requirements of the job may be considered.

Licenses, Certifications, or Registrations

- Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.

Required Competencies

- Knowledge of the operation and functions of building systems to include cleaning methods, electrical distribution, HVAC, heating, boilers, chillers, environmental control systems, structural, and architectural components.
- Knowledge of national, state, and regional building, fire, safety, electrical, and other required codes.
- Knowledge of facilities maintenance standards, practices, and procedures.
- Knowledge of occupational safety and environmental hazards, standards, and regulations.
- Knowledge and experience of the principles and practices of supervision, administration, and budget control.
- Ability to communicate effectively both verbally and in writing and make formal presentations to groups or individuals.
- Ability to establish and maintain effective working relationships with co-workers, vendors, and the public.
- Ability to operate standard office equipment such as computers, printers, copiers, calculators, and telephone. Proficiency in databases and Microsoft Office Suite to include Word, Excel, and PowerPoint.
- Maintain regular and punctual attendance.

Supplemental Information:

Environmental Conditions

- Duties are performed in an office environment and at various maintenance, renovation, and/or construction sties; travel is required. Responds to emergencies under varying weather conditions.

Hernando County Board of County Commissioners (BOCC) is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, color, religion, gender, orientation, national origin, age, marital status, veteran status, genetic information, pregnancy, disability, or any other protected characteristic as defined by law.

Hernando County is a Drug-Free workplace. All employees are subject to drug testing in accordance with Federal and Florida State Law.

Applicants requiring reasonable accommodations as defined by the Americans with Disabilities Act, must provide notification to the BOCC in advance to allow sufficient time to provide an accommodation.

Job Interest Cards:

Accepting Job Interest Card	Yes	Edit
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Job Health Target Range:

-	Edit
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Experience Rating Items: [Add Rating Items and Formula](#)

Rating Item	Action
No records found.	

Evaluation Steps: [Add New Evaluation Step Template](#)

Evaluation Type	Step Name	Action

Skills: [Add New Class Spec Skill](#)

Skill	Description	Action