HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Facilities Support Coordinator

Job Code: U8827
Pay Grade: UH
Pay Scale: $81,819.16-$122,728.75 Annually
Exempt: Yes

OVERVIEW

Coordinate and support maintenance operations, vendor services, and facility programs to ensure all agency buildings are safe, functional, and efficiently managed.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Support emergency response and procedures related to the continuity of operations throughout all Law Enforcement related facilities.
- Assist in the evaluation of existing programs and resolve problems encountered during daily operations including the scheduling, monitoring standards, and property management of multiple facilities.
- Coordinate regular building inspections and prepare lifecycle summaries for each supporting building subsystem to ensure efficient and effective facility services.
- Determine appropriate solutions for facility-related services by recommending best practices and changes where necessary.
- 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.
- Assist with the development and oversight of outsourced contracts pertaining to facility maintenance and building renovations.
- Monitor expenditures and process pre-approved expenditures; may assist in the development of the program budget.
- Represent the agency/department/division meetings, functions, and events.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Thorough knowledge of the functions, services, activities, requirements, and objectives of the specific project/functional area to which assigned.
- Considerable knowledge of contract documents and specifications.
- Working knowledge of building products and constructions details.
- Working knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Working knowledge of Facilities Management methods, techniques, and practices.
- Skill to interpret instructions furnished in written, oral, diagrammatic or schedule form.
- 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 coordinate effectively through scheduling, assigning, monitoring, reviewing, training, and evaluating the work of selected vendors and contractors.

- Ability to use a computer and related software including work order management programs.

SKILLS

- Contract Compliance
- Facility Management
- Verbal Communications
- Work Order System
- Written Communication

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 assist team members.
- 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 experience providing administrative, technical, or operational support in grounds maintenance, facilities operations, or building operations, or a related field.

OR

- An associate degree from an accredited institution of higher education.
- Four years of experience providing administrative, technical, or operational support in grounds maintenance, facilities operations, or building operations, or a related field.

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 experience providing administrative, technical, or operational support in grounds maintenance, facilities operations, or building operations, or a related field.

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.