

MIAMI BEACH

CITY OF MIAMI BEACH, FLORIDA
**FACILITIES AND FLEET
MANAGEMENT DIRECTOR**



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ABOUT THE COMMUNITY

With white, sandy beaches, turquoise waters and an iconic cultural scene, Miami Beach has a rich history stemming back from the turn of the 20th century, evolving over the years into a major convention destination and international resort area. With a population of approximately 80,000 and an average daily population closer to over 200,000, Miami Beach remains a destination for millions of visitors to its world-famous shores each year. Its evolution from a retirement community to a diverse, multi-cultural community where the average age is 40 reflects its transformation to a younger, higher income, working community.

Miami Beach is a cosmopolitan, tropical island city whose residents are as diverse as its visitors. The City boasts over seven miles of beaches and an [uninterrupted Beachwalk](#) from one end of the City to the other, two public golf courses, 44 parks, 2 tennis centers, art and culture, dining and nightlife, world-class shopping, and even an ice rink, all within approximately 7 square miles. The City is also committed to preserving its historic buildings and culture.

As a trend-setting arts and entertainment mecca, and a shopping and cultural wonder situated between Biscayne Bay and the blue waters of the Atlantic Ocean, Miami Beach is enjoyed by visitors, world travelers, celebrities, and locals alike. The City is home to museums and art galleries, as well as the New World Symphony Orchestra and the Miami City Ballet. Walking the streets and esplanades of Miami Beach provides a world of artistic treasures. International art, boat and car shows, and wine and food festivals make their home here every year while streets such as Lincoln Road, Española Way, Ocean Drive, and Collins Avenue provide a wide variety of boutiques, popular retailers and restaurants.

The city benefits from being part of a global transportation gateway with connections to world-class infrastructure, such as two nearby international airports, and PortMiami, known worldwide as the Cruise Capital of the World and welcoming more cruise passengers to its terminals than any other port in the world.

SNAPSHOT: MIAMI BEACH DEMOGRAPHICS

- Hispanic – **60.3%**
- Black – **22.4%**
- White – **16.3%**
- Asian – **0.8%**
- Other – **0.1%**
- American Indian – **0.1%**

INTERESTING FACTS ABOUT MIAMI BEACH

- Approximately **80,000** residents (about half are foreign-born)
- Welcomes **10.9** million overnight visitors annually
- Approximately **60 miles** of waterways
- Average annual temperature of **75.2° F**

CITY GOVERNMENT

Incorporated in 1915, the City of Miami Beach operates under a Commission/City Manager form of government. The City Commission consists of the Mayor and six Commissioners who serve as the policy-making body of the City. The Mayor and Commission are elected on a citywide, nonpartisan basis, and they appoint the City Manager, City Attorney, City Clerk, and Inspector General. All other department heads are appointed by the City Manager with the consent of the City Commission.

The City Manager is responsible for implementing Commission policies and decisions, providing executive level leadership, vision, and guidance to the organization, and for the daily operations of the City.

The City of Miami Beach is a full-service government providing a broad range of services to its residents and annual visitors, from public safety and planning to housing and utilities. Its [FY2024 annual budget](#) is \$829 million, with a General Fund operating budget of \$428 million. Miami Beach residents are highly engaged and connected with their local government, with over 40 separate advisory boards and committees providing input to departments and the elected body.



Our Mission

“ We are committed to providing excellent public service and safety to all who live, work, and play in our vibrant, tropical, historic community. ”

[City Manager Home](#) + [Mission/Vision](#) [Master Plans](#) [G.O. Bonds](#) [Neighborhood Affairs](#)

The Vision



A Prosperous City

With a special flavor of arts, culture, education, and business.



A Safe City

With a mosaic of residents enjoying life in iconic and historic neighborhoods.



A Resilient Coastal City

With a thriving environment and modern infrastructure.



A People-First City

Where the pedestrian is prioritized in mobility options and community services are pathways to prosperity.



A Smart City

Of high quality and efficient services and employees.

ABOUT THE DEPARTMENT

The Facilities and Fleet Management Department is comprised of 67 FTE professional, skilled, and non-skilled labor and is responsible for three divisions: Asset Management, Facilities Management, and Fleet Management.

- **Asset Management Division** is responsible for managing a portfolio of over 387 parcels with designations such as commercial, government, mixed-use, and residential totaling approximately 30 million square feet. Notable holdings including the Miami Convention Center, Miami Beach Marina – The Gateway to the Caribbean, The Jackie Gleason Theatre at the Fillmore Miami Beach, Byron Carlyle Theater complex, and much more.

This Division is tasked with developing asset management initiatives and standards that are consistent with economic development priorities of the City, include appropriate market adjustments to reflect market value, identify potential real estate transactions, include opportunities to optimize space, and those that maximize the value of the City's real estate inventory. The Division also manages over 160 concessions and lease agreements.

- **Facilities Management Division** is responsible for the day-to-day operations and maintenance of the City's assets, including 101 municipal buildings, the Lincoln Road District, 39 bridges, 15 monuments, 23 fountains, 4 Special Taxing Districts (Normandy Shores, Biscayne Point, Allison Island, and Biscayne Beach), the holiday lighting program, over 6 miles of pedestrian areas along the beaches and Beachwalk, and 36 lifeguard stands. The division collaborates with other departments and divisions, including Parks and Recreation, Public Works, and Parking, to deliver quality services.

The operations structure reflects the Facilities Zone Management model. Facility Zone Managers serve as a single point of contact for the assets in their assigned area to maximize safe, efficient, and cost-effective operations. Their role encompasses multiple disciplines to ensure the functionality and safety of the built environment.

- **Fleet Management Division** maintains and repairs the City's fleet of approximately 1,250 vehicles. This total includes approximately (880) sedans, SUVs, light trucks, and vans, with the balance comprised of a variety of heavy-duty trucks and specialty equipment, such as public safety apparatus, construction equipment, street sweepers, vacuum trucks, light towers, generators, all-terrain vehicles, watercraft, trailers, and pressure washers. Fleet also maintains over 100 vehicles for the Village of Key Biscayne and North Bay Village through an intergovernmental agreement.

The Fleet Management Division is responsible for annual purchasing and replacement of fleet vehicles and equipment based on lifecycle and asset valuation. Daily operations constitute repairs, preventive maintenance, emergency callouts for towing services (24 hours / 7 days a week); inspection programs for vehicles and equipment, parts inventory, and purchasing of fuel. In-house mechanics mostly perform day-to-day services and repairs. Extensive and more complex repairs that require specific technical expertise are outsourced.





THE POSITION

The Facilities and Fleet Management Director provides leadership to a team responsible for comprehensive management and maintenance of City-owned assets including facilities, real property, and fleet vehicles. Industry standards, policies, streamlining of processes, and data-driven decisions lead the way to support these City services.

MINIMUM REQUIREMENTS

- Bachelor's degree in engineering, Construction Management, Public Administration, or a related degree OR Seven (7) years of progressively responsible management experience. Public sector experience is preferred.
- Seven (7) years of experience relevant to the major duties/essential functions of the position. Part-time experience will be prorated.
- A valid Florida driver's license is required and must be maintained throughout employment.

KEY RESPONSIBILITIES

- Sets and assures alignment of Department to overall City Strategic Goals and Vision.
- Develops long and short-range maintenance plans and programs (e.g. emergency response plans, annual budget, capital replacement budget) for the purpose of ensuring that City resources are effectively utilized.
- Monitors budgets and fund balances of assigned programs and related financial activity for the purpose of achieving objectives, ensuring that expenses are within budget limits, and/or fiscal practices.
- Oversees human resources activities involved in recruitment and retention of team members and succession planning. Trains, motivates, and evaluates a work force of supervisory, professional, trades, service, and support staff employees.
- Plans, coordinates, and supervises work in maintenance, repair, and replacement areas, including procurement, service, operation, establishing and maintaining priorities and timelines; ensuring facilities and fleet functions and activities comply with established laws, codes, rules, regulations, policies, and procedures.
- Participates in meetings and presents to the Commission on departmental issues and special program workshops.
- Prepares specifications and administers contracts for external preventative maintenance contracts and custodial contracts citywide.
- Manages and monitors contract compliance for leased space contracts, capital projects, and external contracted projects.
- [Click here for entire Facilities & Fleet Services Director Job Description](#)



LEADERSHIP STYLE AND PROFESSIONAL CHARACTERISTICS

- **Proactive results** - and solution orientation – One who can cooperatively partner with all internal and external stakeholders to achieve goals.
- **Comfortable working in a fast-pasted environment** – Tackles and resolves unique and recurring challenges across many high-profile projects simultaneously, demonstrating agility in adapting to shifting circumstances or pivoting direction as required.
- **Excellent oral and written communications** and expert presentation skills
- **Open, honest, collaborative, and transparent** – Possess advanced emotional intelligence with the ability to effectively engage others with diverse personalities in a tactful, mature, and flexible manner to build trust, transparency, and productive relationships. Open to new ideas and ways of getting to 'Yes' in any given situation.
- **Skillful navigator in a challenging political environment** – without being political.
- **Professional demeanor** – Maintains a poised and professional demeanor and is adept at fostering productive relationships with team members, community, vendors, and contractors.
- **Skilled in identifying and implementing best practice solutions** – Expert at anticipating needs and proposing unique, creative, and out of the box solution(s) to new or ongoing operational issues.
- **Departmental leader, manager, and mentor** – Capable of identifying and nurturing top talent, motivating, collaborating with, and guiding a large team to define and execute a vision for the department. Cultivates strong relationships within the team to foster commitment and collaboratively identifies opportunities for enhancing service delivery.
- **Welcoming and inclusive in a diverse cultural and economic environment** – Has the ability to assimilate into a culturally diverse setting while demonstrating flexibility and responsiveness.
- **Well-honed, active listening skills** – Ability to troubleshoot issues and develop multiple options for consideration.
- **Build and maintain trust** – Possess high ethical and moral character with the ability to build and maintain trusting relationships with team members at all levels and the community.

OPPORTUNITIES AND CHALLENGES

- Few opportunities will showcase your executive acumen and ability to handle a variety of distinctive duties better than working for a prestigious organization like Miami Beach – the envy of other municipalities and organizations. You'll engage with top-tier corporations, event venues, visionaries, builders, and iconic landmarks.
- The department serves as a hub for a diverse array of specialized projects and tasks that may not conform to the traditional work of the department. The director and team excel as the go-to authorities in adaptability, versatility, and adeptness at swiftly adjusting to evolving (and sometimes conflicting) needs. When challenges arise, they tackle them systematically, addressing each issue independently while also identifying funding source(s). Examples include managing iguana populations, eliminating grackles, relocating peacocks, and repairing distinctive water features equipped with specialized synchronized lighting, among others.
- Employee retention, progression, and succession planning. The director must ensure a talented team is in place with a deep bench to ensure a high level of continuity of service.
- Assessing and decreasing a backlog of deferred maintenance of buildings and developing creative financing solutions.



- Execution of projects assigned under the General Obligation Bond program (funded through the General Obligation Bonds) that funds major infrastructure projects such as roads, parks, drainage, buildings and much more. These include renovation and refurbishment of public facilities, public safety buildings, lighting and safety improvements, cultural facility improvements.
- In addition to the scheduling and work required to fulfill the operational needs of Miami Beach, the City also has contracts with other municipalities to provide fleet and facility maintenance services.





COMPENSATION AND BENEFITS

The City of Miami Beach offers competitive total compensation that includes a comprehensive benefits package with medical, dental and vision insurance (eligible on 91st day of employment); health savings and flexible spending accounts; paid time off, wellness incentives; paid parental leave; voluntary contribution to 457 retirement plan; paid time off; and more. Employees do not pay Social Security taxes. Visit the [City of Miami's Employee Benefits At-A-Glance](#) for more information. Employees do not pay Social Security taxes.

The City also has its own defined benefit pension plan with a 2.5% annual multiplier and 5-year vesting schedule. The plan offers a maximum benefit of up to 80% of your highest five-year average salary. The salary range for this position is \$143,407 – 259,636 and the expected hiring range is \$170,000 - \$230,000 depending on qualifications. Relocation assistance is available to the selected candidate.

**The City of Miami Beach is an
Equal Opportunity Employer.**

HOW TO APPLY

First review of applications will occur on April 12, 2024; position open until filled. Candidates must apply electronically with resume, cover letter, contact information for five professional references, and veterans' preference documentation, if applicable (*) at www.GovHRJobs.com. For questions or more information contact GovHR / MGT Senior Vice President Joan Walko at (410) 499-9586 or Executive Vice President Mary Jacobs at (520) 249-3290.

() Veterans' Preference is awarded in accordance with Florida State Statute 295.07*

GOVERNMENT IN THE SUNSHINE

Information contained in the Florida Sunshine Law assists the public and governmental agencies in understanding the requirements and exemptions to Florida's open government laws. The Attorney General's Office compiles a comprehensive guide known as the Government-in-the-Sunshine manual. All aspects of this recruitment are open to public records requests throughout the process.