



**FOURTH DISTRICT COURT OF APPEAL  
WEST PALM BEACH, FLORIDA 33401**

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**Position:** Facilities Director

**Annual Salary:** \$41,400.06

**Benefits:** Membership in the Florida Retirement System; Paid \$25,000 Term Life Insurance Policy; Optional enrollment in Health, Optional Life, Dental, Vision, Health Savings Account, Reimbursement Accounts, Hospitalization, Cancer, Intensive Care, Accident, and Disability insurance; Optional Deferred Compensation Plan; and accumulating leave accrual plan. For information on the benefits available to State of Florida employee visit the [MyBenefits](http://www.myflorida.com/mybenefits/) website at <http://www.myflorida.com/mybenefits/>.

**Function:**

The essential function of the position within the organization is to perform skilled tasks in repairing and maintaining a District Court of Appeal's facilities, systems, grounds and equipment. The position works under general supervision of the Marshal independently developing work methods and sequences. This is responsible work providing maintenance and engineering activities and supervising contract custodial staff of the District Court. The Facilities Director of the District Court manages the operations and coordinates preventive maintenance programs for all building subsystems including HVAC, electrical, and fire safety systems; adequate supervision of all contractors who provide maintenance services to the District Court building, assures that all repairs and replacement of equipment is timely, and assures that all maintenance staff are properly trained. The Facilities Director is also responsible for building cleanliness and beautification programs, monitoring clean air act compliance, energy conservation, and safety programs.

**Examples of Work Performed:**

Assists the Marshal in preparing the maintenance budget, space planning, and major renovation and construction projects, and maintenance contract administration.

Inspects, maintains and repairs systems such as air conditioning, electrical, plumbing, irrigation or telephone.

Repairs and maintains facilities and equipment, including roofs, furniture and small equipment; ensures safety and security of assigned area.

Completes special projects requiring design and fabrication of items such as furniture, shelving or timer stands.

Inspects assigned grounds for trash, debris and safety hazards; places recycling materials in proper bins; ensures proper placement of dumpsters for pickup.

Reconfigures office space, including removing walls, relocating wiring and adding electrical circuits.

Coordinates outside contract work; assists contractors with major building construction/projects.

Performs miscellaneous tasks such as procuring equipment parts, picking-up, distributing and delivering mail to the post office, ensuring proper setup of court and making required corrections, or making bank deposits.

### **Education:**

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

- Graduation from high school or a graduate equivalency diploma and education or vocational training in physical plant maintenance, building construction, HVAC, electrical and fire safety subsystems.

### **Experience:**

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory or contract management experience.

- Five years of related experience including two years of supervisory or contract management experience.

How to Apply: Submit a current and complete State of Florida application and resume to:  
Daniel DiGiacomo, Marshal  
110 S. Tamarind Avenue  
West Palm Beach, FL 33401

Applications can be emailed to [emplyapp@flcourts.org](mailto:emplyapp@flcourts.org). All emailed submissions must contain all necessary paperwork. Additionally, the subject line of the email must read: **“Facilities Director Application”**. ONLY those application emails with the correct subject line will be considered.

State of Florida applications are available at the Fourth District Court of Appeal, or by accessing the web site: <http://www.4dca.org> .

Closing Date: Open until filled.

FLORIDA RELAY SERVICE: (Voice) 1-800-955-8770 (TDD) 1-800-955-8771 National Relay Service: 711

If you need an accommodation in order to participate in the application/selection process, please call (904) 947-1544 in advance. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability