

# ROY MICHAEL BIRBAL. CFM

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## FACILITIES MANAGER

A quality-driven and efficiency-focused facilities manager with 20+ years of specialization in construction, repairs, maintenance and facilities management. Geared towards client satisfaction, meet with clientele to define facility needs and concerns, addressing each concern and finding remedy in the process. Direct and coordinate maintenance teams in completing all tasks according to project plans, on time and within budget, while maintaining friendly and professional work environments and ensuring all work is done with safety, codes and compliances at the forefront. Highly focused with strong communication skills, demonstrate consistent track record of success and outstanding performance, reducing operational costs and increasing productivity.

### AREAS OF EXPERTISE

Facilities Maintenance • Project Management • Blueprints • Construction • Strategic Planning & Analysis • Restorations • Wiring & Electrical Functions • HVAC • Compliances, Codes & Regulations • Negotiations • Inventory Management & Control • Brand Planning • Channel Marketing • Consumer Insights • Organizational Roadmaps • Budgeting & Variance • Team Management & Leadership • Cultural Sensitivity • Campus Culture • OSHA Standards • ADA Standards • Operations • Equipment & Vehicle Maintenance • Technical Services • Asset & Property Management

### PROFESSIONAL EXPERIENCE

#### CITY OF JACKSONVILLE, JACKSONVILLE, FLORIDA

##### Facilities Manager

##### Building Systems & Energy Conservation. June 2015 – Present

Responsible for the facilities management of city owned and leased facilities in the downtown core totaling over 3 million square feet of public offices and commercial facilities.

- Overseeing the maintenance, budget and capital improvement of facilities in the downtown core totaling over 3 million square feet.
- Establishes priorities, review progress and generally keep informed of all projects relating to Energy Management.
- Initiates the implementation of energy related projects in accordance with City procedures.
- Prepare reports which include quantitative improvements in energy consumption and lessons learned from completed projects.
- Writing bids and technical specifications as they relate to building systems, energy conservation and facility needs.
- Specifying equipment, making field inspections, and reviewing existing field conditions as may be required in the planning of new facilities, additions, or alterations.
- Procure supplies and expend funds (General Fund, Capital).
- Calculate and compare costs for required goods or services to achieve maximum value.
- Manage and lead change to ensure minimum disruption to core activities
- Manages expansion/renovation/remodeling/construction projects.
- Assist in the evaluation of new and existing facilities for long range planning purposes.
- Supervises and manages the work of assigned staff and contractors/vendors.
- Develop, implement and train direct reports in procedures and policies relative to their responsibilities.
- Maintains records and up to date information on the condition of each building; report and track preventive and other maintenance.
- Assists with management of Public Building's budget for facilities including development, implementation and monitoring of the annual operating budget.
- Ensures that preventive maintenance, asset management and contractor oversight functions are completed in accordance with city policies and procedures, and industry best practices.
- Reads, understands, and interprets construction drawings and specifications.

- Evaluate individual contributions and group performance and establish procedures to maximize the effectiveness of the group.
- Coordinate work in progress with management personnel of other sections in the Public Works Department.
- Play a major role in Public Building's annual and strategic planning process including implementing goals and related objectives identified in the City's/Department's Strategic Plan as they relate to City facilities.
- Review and approve vendor invoices.
- Communicates clear direction, manages for results, and lead organizational change.
- Assigns responsibility, takes corrective action, demonstrates leadership in evaluating, developing, and motivating employees.
- Ensure adherence to good safety procedures.

**UNIVERSITY OF MARYLAND, College Park, Maryland.**

**Community Maintenance Manager. September 2015 – June 2016**

Responsible for the facilities management of 2+ million square feet of residence halls in 50+ buildings and several recreational facilities on the College Park campus. Responsible for the completion of routine, preventative, scheduled and deferred maintenance, and replacement of parts and components if necessary, on facilities systems, components and installed and portable equipment. Continually assesses the operations and maintenance condition of all building component or system downtime, and maximizes component or system reliability by promoting and effecting sound maintenance programs and protocols.

- Provides direct leadership for the area maintenance shops.
- Manages maintenance personnel assigned to perform routine and emergency repairs throughout the campus.
- Responsible for planning, coordinating, scheduling and ensuring completions of corrective repairs, preventive maintenance work and small scale projects.
- Assures maintenance activities are effectively coordinated in advance with building occupants and other departmental sections.
- Set work priorities which minimize component or system outages, building damage or deterioration.
- Develops work plans for improving existing building systems, components and installations to improve reliability and operations.
- Ensures the use of applicable departmental work management systems, and participates in improving work management systems as necessary.
- For planned building renovations, assists in the development of detailed construction specifications, designs and scopes of work by acting as technical expert for building maintenance issues. Assures planned building systems, equipment and components meet the department's expectations for reliability and maintainability. Reviews design drawings and recommends changes as applicable.
- Upon request reviews construction submittals and provides applicable recommendations.
- Acts as the university project manager for work contracted to both on and off campus contractors, which in addition to project specification and design, includes coordinating construction schedules with building users, coordinating utility outages, accepting and rejecting work, accepting and rejecting submittals, construction payment recommendations, and assuring contractor quality control.
- Maintains work vehicles, assures they are outfitted for work efficiency and effectiveness. Similarly manages assigned work space, facilities and equipment used in connection with building systems support and activities.
- Prepares and submits an annual operating budget for operating and maintaining buildings in a safe and effective manner. Reviews expenditures and controls operating and maintenance costs in accordance with budgeting requirements.

**SAINT ANDREWS SCHOOL, Boca Raton, Florida**

**Director of Trades, 2000-2015**

Assure the effective functioning of campus, providing an efficient and safe working environment for the campus community and campus activities, utilizing best business practices to manage resources, services and processes in meeting the needs of the organization, including Heating, Cooling and Air Conditioning (HVAC) operations. Provide management, direction, supervision and assistance to trade technicians, delegating and mapping out work plans, charged with the responsibility for building maintenance of school campus including dormitories, classroom buildings, office buildings and residential buildings.

- Consistently maintain an evolving knowledge of variable operating expenses, while evaluating work orders and price quotes for procurement of services and meeting budgeting goals, preparing and ensuring compliance to all operating budget reports.
- Execute daily maintenance and operation of all buildings, electrical systems, roadways and site lighting, while accommodating and preserving back-up systems for disaster recovery and power failures.

- Perform regular building inspections and facilitating response, while developing and implementing preventative maintenance practices.
- Develop and retain friendly-yet-professional relations with campus community.
- Plan and co-ordinate projects, order materials and maintain inventory control to satisfy supply and demand in completion of work order management.
- Communicate with and oversee vendor and contractor activities on site.

**Key Accomplishments:**

- Participate in client meetings for facility procedures and planning, defining campus needs and assisting to resolve all client issues within set timeframe, respecting ADA (Americans with Disabilities) codes and in accordance with Occupational Safety and Health Administration (OSHA) safety standards.
- Monitor work of operations staff, ensuring optimal servicing in a timely and efficient manner, while supporting streamlined processes and on-the-job safety within the facilities and according to State and Federal regulations
- Significantly contributed to facility cost-savings through utilization of vast knowledge in construction and electrical wiring, providing on-the-job training to maintenance technicians for more complex execution of tasks and the minimization of outside vendors and contractors.

**EDUCATION**

- **Bellevue University**, Nebraska, Bachelor of Business Administration, Concentration in Management
- **International Facility Management Association** – CFM, FMP.
- **Atlantic Technical Institute**, Coconut Creek, Florida – *Residential and Commercial Electricity and Wiring Certification*
- **San Fernando Technical Institute**, Trinidad and Tobago, Associate of Science, Electronics and Engineering

**TECHNICAL PROFICIENCIES**

Microsoft Office: Word/Excel/PowerPoint/Outlook

**AWARDS & HONORS**

*"Outstanding Employee, Representing Excellence in Leadership and Stewardship"* – St. Andrews School