

2019-28

Michael Y. Chao, M.B.C, B.S

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EDUCATION

- Master of Building Construction, University of Florida May 1997
- Bachelor of Science in Business Administration, University of Florida May 1994

SKILLS

- Contract negotiation
- Project management
- Budget and cost analysis
- Contract administration
- Building codes and permits
- Strategic planning
- Building Maintenance
- Leadership and teambuilding

EMPLOYMENT

City of Jacksonville

Code Enforcement Administrator

2016-Current

- Manage daily enforcement operations.
- Communicate clear direction, manage and lead organizational change.
- Develop, review and update operational practices, policies and procedures.
- Represents the division on DART (Drug Abatement Response Team) inspections.
- Reviews productivity and makes necessary adjustments to improve efficiencies and effectiveness for the Division.
- Oversees the planning, coordinating, monitoring and direction of contract compliance and other administrative activities for correction and abatement of property safety code violations.
- Represents the Division at internal and external meetings to discuss enforcement procedures.
- Reviews, authorizes and monitors expenditures for the Division.
- Inspects and approves all City demolition projects for the Division.
- Reviews and interprets local, state and federal regulations pertinent to code enforcement activities.
- Interacts with citizens, contractors, code officers, inspectors, engineers, title companies, and other internal and external agencies concerning enforcement and abatement matters.
- Communicates and responds to City Councilmembers on issues in their respective Districts.
- Represents the Division at community and town hall meetings to discuss specific activities and how to improve neighborhoods.

Contract Compliance Manager

2014-2016

- Developed, issued, and managed contracts for the Municipal Code Compliance Division to ensure accuracy and completeness.
- Established budgets, developed projections, and conducted cost analyses.
- Coordinated with other government agencies to qualify new vendors.

- Analyzed proposals, recommended awards, issued purchase orders to contractors, and ensured contracts were compliant.
- Responded promptly to public inquiries associated with abatement and demolition liens.
- Processed, reviewed and approved all contractor invoices as they related to abatement activities for the Division.
- Prepared documents and represented the Division in all GGAC (General Government Awards Committee) functions.
- Developed and implemented training procedures and protocols for new employees.
- Coordinate with contractors, inspectors, surveyors, engineers, title companies and other agencies to complete abatement procedures.

Contract Compliance Specialist

2013-2014

- Supervised the coordination of contractors for the correction of property safety code violations.
- Assigned, scheduled, monitored, reviewed and evaluated the accuracy of work orders completed by staff and contractors.
- Prepared and reviewed cost estimates, bid specifications, contracts, work orders and issued proceed orders for unsafe structures.
- Coordinated pre-bid meetings with contractors and procurement representatives for contract administration activities.
- Reviewed and processed contractor invoices.

Code Compliance Officer

2008-2013

- Enforcement of Property Safety and Maintenance Code (Chapter 518) and Zoning Code (Chapter 656) of the City of Jacksonville.
- Responded, investigated, and enforced citizen complaints and concerns in regards to the City Ordinance Code ranging from land use, zoning, nuisance, residential and unsafe structures.
- Interacted with the general public on a daily basis to address complaints and concerns.
- Worked with property owners to explain the violations and assist in achieving voluntary compliance.

Mvko Construction Corp.

Jacksonville, FL

President/Owner

2004-2008

- Located, evaluated, negotiated, procured and established new development opportunities and projects.
- Negotiated sale and lease contracts for land acquisition and project development.
- Coordinated development plans, construction and site specifications with architectural and design team.
- Expedited permits with federal, state and local agencies.
- Established procedures for employees and sub-contractors to ensure compliance to local codes, OSHA, Department of Environmental Protection (D.E.P.) and St. Johns Water Management District (S.J.W.M.D.).
- Developed relationships with property owners, municipalities, state and local environmental agencies to successfully complete projects.
- Established budgets, monthly cash flows, projections and schedules.
- Developed and negotiated contracts with both owners and subcontractors.
- Managed general maintenance of company assets.

- Established project specifications, reviewed drawings, issued purchase orders and contracts to procure materials.
- Completed projects in the following counties: Duval, Clay, Hernando, Levy, City of Bronson.

J. Raymond Construction Corp.

Longwood, FL
1997-2003

Project Manager

- Estimated, scheduled, and reviewed project specifications and drawings.
- Reviewed site safety, OSHA regulations, local codes and compliance regulations with site superintendent and staff.
- Prepared and issued owner and subcontractor contracts, change orders, and request for information and proposals.
- Supervised and managed projects ranging from \$300,000.00 to over \$6 million.
- Analyzed and prepared monthly billings, profitability and cash flow projections.
- Expedited permits with state and local agencies for each development.
- Prepared and established general maintenance of client assets.
- Built and fostered relationships with clients, city planners, inspectors, and other state and local agencies.
- Reviewed and analyzed project specifications and shop drawings.
- Coordinated project change orders, budgets, daily on-site project safety and compliance inspections with superintendent and site staff.

Licenses: Certified Building Contractor, Florida (CBC 1250740)
F.A.C.E. (Florida Association of Code Enforcement)

Languages: English, Mandarin