

Liz Mathis

From: GREGG BLAIZE <greggblaize@comcast.net>
Sent: Monday, November 9, 2020 6:50 PM
To: HR
Subject: City Manager Vacancy
Attachments: GREGG BLAIZE Resume.pdf

November 9, 2020

City of Flagler Beach, FL
Office of Human Resources

Dear Sir or Madame;

It is with considerable interest that I submit my application and resume in response to your search for a City Manager. This is an exciting and opportunity that is in keeping with my career goals, and I believe you will find my qualifications well- suited to the needs of the City and its stakeholders.

During my thirteen years of public-sector executive management, I have acquired the necessary skills to perform and manage a broad range of activities, events, and projects. I have extensive experience in personnel and construction management, facility and plant maintenance , special event production and management, procurement, public budgeting, and establishing and maintaining productive professional relationships. Managing multiple responsibilities with competing priorities has sharpened my cross-functional leadership, management, and communication skills. I am not only used to wearing many hats, I sincerely enjoy it; I thrive in an environment where no two workdays are exactly the same. I am accustomed to a challenge, goal driven, creative, and have a proven record of successful performance design and development.

As a candidate, here is what I can offer through this role:

- Excellent interpersonal and communication skills, with the experience required to develop and sustain productive community relationships;
- Demonstrated expertise in the formulation, execution, and implementation of strategic planning processes;
- Development of operational mechanisms, and sustainable partnerships, that balance institutional and department success;
- Strategic goal planning and analysis to assist with, and develop, a wide spectrum of practices that appeal to a broad, diverse population.

I would love the opportunity to discuss the value that I can bring to this this role. I can be available at your convenience to further discuss my qualifications and the requirements of this position.

I appreciate your time and consideration.

Sincerely,

Gregg Blaize

GREGG BLAIZE

greggblaize@comcast.net

Professional Summary

Results-driven, highly successful and knowledgeable executive facility manager with 11 years' experience directing all aspects of operations, facility, and operations; proven leader with strong negotiation and conflict resolution skills and exceptional problem solving abilities. Excellent at managing multiple priorities and thriving in a deadline-driven environment.

Experience

City of Mobile, Alabama

2017- Present

Facilities Maintenance Director

- Supervise the Public Buildings and Mechanical Systems Departments for the City of Mobile, AL.
- Manages budgets and expenditures by preparing, reviewing, and implementing the budget, and managing the records of expenses associated with facility maintenance projects and operations.
- Oversees the scheduling for all facility maintenance work by processing requests for new work/projects, prioritizing new projects against existing projects, developing a schedule for all departmental projects, updating the overall department schedule as needed, developing a schedule for completing each project.
- Manages the procurement of all building maintenance and mechanical/plumbing systems materials and equipment by determining needs and acting in compliance with the City of Mobile Purchasing Department procedures.
- Manages departmental vehicle fleet by assessing needs and making recommendations for acquisition, maintenance, and disposal.
- Ensures all maintenance goals established in the City's Facility Condition Assessment program are met by developing and managing comprehensive preventive maintenance programs for all building and facility systems and components, reviewing the maintenance goals, establishing a schedule for yearly inspections of all City facilities.
- Manages emergency response procedures by developing procedures and overseeing the inspection and repair of City buildings and facilities in the event of a natural disaster, working with Federal Emergency Management Agency, Alabama Emergency Management Agency, and city insurance providers in support of disaster recovery efforts and in compliance with state and federal laws and regulations.

Mississippi Coast Coliseum and Convention Center

2007 – 2017

Assistant Executive Director and Director of Facility Operations and Risk Management

- Oversee daily operations of all facility departments: Event operations, Sales and Marketing, Engineering, Audio Visual, Stage, Event and Facility Services, Accounting, and Public Safety for the 13,000 seat Coliseum and 400,000 sq. ft. Mississippi Coast Convention Center and surrounding 35 acre campus.
- Responsible for preparation of the facility's \$9.5 million annual budget-including fiscal oversight of all departments with respect to staffing levels, capital improvements and preventive

maintenance. Performs cost control activities; monitors revenues and expenditures; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

- Oversight for Directors and Managers who supervise employees in the Finance, Marketing, Operations, Food & Beverage Departments or other facility departments.
- Develops, formalizes and implements 1-year, 5-year and 10-year capital improvement projects for entire facility.
- Provides final approval of all contracts and agreements with suppliers, promoters, and tenants for necessary activities and services at the facility.
- Participate in the selection, training, motivation, coaching and evaluation of the management staff; provide or coordinates training and work with employees to correct deficiencies; and implement and administer disciplinary and termination procedures.
- Coordination and oversight for special projects, such as construction, remodeling or expansion. Plans and directs outside vendors/contractors work to assure compliance with contracts and safety requirements.
- Designs and implements loss prevention programs and training sessions; hurricane and emergency evacuation plans; assures compliance with OSHA and ADA; reviews entertainment and service contracts; and conducts liability claim investigations.
- Served a primary applicant agent and managed \$23 million of FEMA Public Assistance Grants (pre and post construction).
- Managed \$17 million Community Development Block Grant Projects and post award monitoring.

Mississippi Emergency Management Agency

2006-2007

Project Area Coordinator

- Manage and coordinate local municipalities and agencies requests for FEMA Public Assistance Grants.
- Perform financial reconciliation and/or pre-audit activities by project in anticipation of Federal and State inspectors' audits and reviews.
- Responsible for the detailed review, the reconciliation, and the pre-audit preparation of documentation submitted by an applicant for the disbursement of Federal Funds.
- Conduct preliminary damage assessments and estimate repair costs.

US Investigation Services

2002-2005

Special Investigator

- Conducted National Security Investigations on active federal employees and applicants.
- Obtain and report factual information for background investigations that determine employment and security clearance suitability.
- Obtain a Top Secret security clearance.

Education

UNIVERSITY OF SOUTH ALABAMA – Mobile, AL

Master of Public Administration, May 2008

OUR LADY OF HOLY CROSS COLLEGE – New Orleans, LA

Bachelors of Arts, History, December 2001

Miscellaneous

4 –year letter member of the University of New Orleans Collegiate Golf Team

1995-1998