



Chief Facilities Officer #03392

City of Virginia Beach – Job Description

Date of Last Revision: May 19, 2026

FLSA Status: Exempt

Pay Plan: Administrative

Grade: A26

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

The Chief Facilities Officer is an executive leadership position responsible for the strategic direction, management, and coordination of the City's portfolio of more than 600 municipal facilities. This position oversees the planning, design, construction, operation, maintenance, and lifecycle management of City-owned buildings and related infrastructure.

Reporting to the City Manager or their designee, the Chief Facilities Officer ensures that all public facilities are safe, efficient, code-compliant, and aligned with the City's operational needs and long-term strategic goals. The position serves as a key advisor to executive leadership on capital projects, facility investments, and asset management strategies. The Chief Facilities Officer will lead the Office of Public Facilities, overseeing more than 200 full-time employees.

This position is at-will and, therefore, serves at the pleasure of the City Manager and is not considered part of the merit service as defined in City Code, section 2-75.

Representative Work Functions and Responsibilities

Executive Leadership & Administration

- Provide strategic leadership and administrative oversight for all Public Facilities operations, including maintenance, trades, and facility management staff.
- Direct, plan, and evaluate office programs, policies, and performance outcomes.
- Develop organizational goals, performance measures, and continuous improvement initiatives.

Capital Projects & Facility Development

- Lead the planning, design, and delivery of new City facilities and major renovations through oversight of contractors and/or consultants, or with internal staff resources.
- Oversee architectural design, engineering coordination, and construction project management.
- Ensure projects are completed on time, within budget, and in compliance with all applicable regulations and standards.
- Manage consultant and contractor relationships, including procurement and contract administration.

Capital Improvement Planning

- Develop and recommend the city's Capital Improvement Program (CIP) for facilities, including new construction, major maintenance, and upgrades.
- Prioritize investments based on condition assessments, service demands, and long-term planning.
- Provide financial forecasting and lifecycle cost analysis for facility assets.
- Manage large, complex budgets and ensure cost-effective operations.

Facilities Operations & Maintenance

- Oversee the operation, maintenance, repair, and optimization of all municipal buildings, grounds, and building systems (HVAC, electrical, plumbing, life-safety, etc.).
- Establish preventive maintenance programs and asset management systems to extend facility life cycles and reduce deferred maintenance.
- Ensure facilities are safe, functional, and responsive to the needs of City departments and the public.

Regulatory Compliance & Risk Management

- Ensure compliance with all federal, state, and local building codes, safety regulations, and environmental requirements.
- Oversee inspections, permitting, and regulatory coordination.
- Implement policies and procedures to ensure workplace safety and risk mitigation.

Interdepartmental & Community Coordination

- Collaborate with City departments to assess facility needs and align services with operational requirements.
- Represent the City in public meetings, presentations, and community engagement related to facility projects.
- Coordinate with external agencies, architects, engineers, and regulatory bodies.

Personnel Management

- Direct and supervise a diverse workforce including facility managers, trades personnel, and administrative staff.
- Oversee recruitment, training, performance management, and professional development.
- Foster a culture of accountability, teamwork, and service excellence.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

Performance Standards

- Provide executive leadership and oversight for the planning, design, construction, operation, and maintenance of City-owned facilities; effectively manage a portfolio of more than 600 municipal buildings to ensure safe, functional, and reliable environments that meet the operational needs of City departments.
- Develop and implement capital improvement plans for new facilities, renovations, and major maintenance projects; oversee architectural design, engineering coordination, and construction activities to ensure projects are delivered on time, within budget, and in compliance with applicable codes, regulations, and standards.
- Effectively administer facility operations and maintenance programs, including supervision of trades and technical staff; ensure compliance with all federal, state, and local building codes, safety requirements, and regulatory standards.

- Coordinate with City departments, external agencies, contractors, and the public to support facility needs and project delivery; provide clear and effective communication through presentations, reports, and daily interactions.
- Exercise sound fiscal management, including development and administration of operating and capital budgets; ensure accurate and timely documentation related to projects, contracts, inspections, and facility operations.
- Maintain accountability for City assets and equipment; promote a culture of safety, professionalism, and customer service.
- Demonstrate knowledge of and adherence to all City policies, departmental procedures, and applicable laws and regulations.

Preferred Qualifications:

- Ten (10) or more years of progressively responsible experience in facilities management, public works, or management of large capital projects, that provides the requisite knowledge, skills, abilities for the position.
- A master's degree from an accredited college or university in engineering management, business management or public administration discipline and at least five (5) years of progressive senior level management experience in a large public works organization.
- Significant experience managing large, complex facilities, portfolios and capital programs.
- Demonstrated leadership experience overseeing multidisciplinary teams.
- Must have a current and valid driver's license.
- Registration as a licensed Professional Engineer (PE) or Registered Architect (RA)
- Certifications in project management.
- Certified Facility Manager (CFM), or similar credential.

Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.