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**Sent:** Wednesday, November 2, 2022 2:28 PM  
**To:** [rlong@jeffersoncountyfl.gov](mailto:rlong@jeffersoncountyfl.gov)  
**Subject:** Gary Starling's Resume For County Manager.  
**Attachments:** Gary Starling Resume 8-15-2022.doc

Good afternoon Ms. Long,

My name is Gary Starling, and I would like to apply for the county manager position with Jefferson county. Please find attached a copy of my resume. Please let me know if there is anything further, I should do to apply for the position. Thank you and have a blessed day.

Thanks,

***Gary A. Starling, FCCM, FCCN***  
*Physical Plant Division Director – Tacachale*  
*Agency for Persons with Disabilities*  
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***“True Integrity is not what you do when someone is watching, but is when you continue to do the right things when you know there is no one watching”***

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# Gary Starling

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## WORK EXPERIENCE

### FLORIDA AGENCY FOR PEOPLE WITH DISABILITIES, GAINESVILLE, FL

Tacachale Physical Plant Division Director, June 2022 – Present

- Direct the daily operation of the Physical Plant Division at Tacachale, including managing the performance of the department heads for each department (Maintenance, Grounds, Housekeeping, General Services/Property, Vehicles, Life Safety, and Warehouse.) Plan and direct the efficient use of resources and integration of services to ensure a smooth operation.
- Serve as a member of the Tacachale Executive Management Team, assist in the coordination of operations center wide, and advise management on problems/issues affecting operations of the Center. Consult with other division directors and department managers to identify the most effective solution in physical plant issues as well as future planning.
- Serve as primary point of contact for regulatory officials, including the State Fire Marshal Agency for Health Care Administration (AHCA), Life Safety Inspectors. Ensure compliance with applicable AHCA, Department of Health and Fire Marshal regulations.
- Manage all maintenance projects, including Fixed Capital Outlay.
- Compile and submit the Florida State Owned Lands and Records Information System (SOLARIS) report for Tacachale annually
- Prepare Legislative Budget Requests (LBR) for Fixed Capital Outlay (FCO).
- Prepare reports for the annual Capital Improvement Plan.
- Track, review pay requests, maintain accurate accountability of expenditures. Manage services rendered via contracts within the Physical Plan Division, including housekeeping services, janitorial services, and the inmate work squad.
- Develop and maintain policies, procedures, and guidelines, and identify issues for all Tacachale facilities and facilities operations.
- Florida Certified Contract Manager (FCCM) and Florida Certified Contract Negotiator (FCCN).

### FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES, MACCLENNY, FL

Northeast Florida State Hospital Facilities Administrator, May 2020 – June 2022

- Administrator over the maintenance of 80 Department owned facilities throughout the 300-acre campus comprised of 674,804 total sq. ft.
- Assist the assistant institution superintendent in assuring management excellence and cost efficiency are accomplished in all administrative services functions and activities involved in the operation of a very large, licensed hospital.
- Responsible for the direct supervision and day to day oversight of the facilities maintenance Department which is made up of 36 staff members comprised of a Maintenance Superintendent, Trades Supervisors, Grounds Supervisor, Administrative Staff, Electricians, Plumbers, Sr Boiler Plant Operators, Grounds Keepers, Maintenance Mechanics, Motor Pool Mechanic, Sr Vehicle Operators, Water and Wastewater Plant Operator.
- Oversee all aspects of the operational logistics for the Northeast Florida State Hospital which currently houses 600 patients.
- Prepare Legislative Budget Requests (LBR) for Fixed Capital Outlay (FCO).
- Prepare reports for the annual Capital Improvement Plan.
- Tracks, review pay requests, maintain accurate accountability of expenditures.
- Review and monitor energy consumption.
- Develop and maintain policies, procedures, and guidelines, and identify issues for all NEFSH facilities and facilities operations.
- Florida Certified Contract Manager (FCCM) and Florida Certified Contract Negotiator (FCCN).

## **FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY, Tallahassee, FL**

Statewide Facilities Operations Administrator, Jun 2017 – May 2020

- Administrator over the operations and maintenance of 17 Department owned facilities throughout the state totaling 492,972 square feet and 15 staff members.
- Supervise and provide guidance to building managers and maintenance mechanics in Department owned buildings.
- Manage all DEO Private sector leases statewide which totals 104,499.19 square feet.
- Manage the Fixed Capital Outlay (FCO) program for major building repairs, renovations, and new construction.
- Prepare Legislative Budget Requests (LBR) for Fixed Capital Outlay (FCO).
- Manage the Revolving Trust Fund budget to ensure expenditures are appropriately recorded and adjustments are requested.
- Prepare reports for the annual Capital Improvement Plan.
- Provide contract management for all contracts related to service contracts developed for Department owned facilities.
- Responsible for the preparation, evaluation, accuracy and budget accountability of purchase order requisitions and approval.
- Responsible for the documentation for annual blanket term orders and two-party contracts related to maintenance and construction.
- Tracks, review pay requests, maintain accurate accountability of expenditures.
- Review and monitor energy consumption for all DEO facilities.
- Negotiate contracts and agreements with federal, state, and private entities and prepare budget for related funding.
- Manage the real property lease management program for DEO. This includes building maintenance, custodial services, and security.
- Assure accountability for the statewide Sonitrol/Red Wire access badging system for facilities access.
- Develop and maintain policies, procedures, and guidelines, and identify issues for all DEO facilities and facilities operations statewide.
- Coordinates and administer DEO's emergency management and safety program.
- Attended and represented DEO at several meetings such as EOC, Safety, etc.
- Develop and maintain policies, procedures, guidelines, and identify statewide operational issues in the implementation of safety and emergency management related policies and procedures.
- Submit and work with Purchasing on ITB's, RFP's, ITN's, and RFQ's, conduct pre-bid and pre-construction meetings with vendors, draft and manage two party contracts for maintenance, and construction to facilities statewide.
- Responsible for construction and renovation projects by private contractors to include the development of plans and contract documents, office renovation design preparation, project budget and schedules, cost estimation, establish specifications, prepare bid packages, analyze bids, jobsite visits, resolve construction issues, review and approve invoices, certify job completion, maintain effective working relationships with architects, engineers, contractors, and program administrators.
- Managed the DEO's Tallahassee Caldwell Building mailroom, Property office, and Fleet.
- Florida Certified Contract Manager (FCCM) and Florida Certified Contract Negotiator (FCCN).

## **FLORIDA DEPARTMENT OF AGRICULTURE, Tallahassee, FL**

Construction Projects Consultant II, Jan 2017 – Jun 2017

- Prepare construction bid packages and administer bid/construction process for delegated projects.
- Prepare and negotiate construction contracts.
- Develop and maintain a detailed construction cost accounting system and construction progress scheduling system.
- Develop criteria for the approval or acceptance of facilities and/or the in-progress phases of facility construction.
- Review requests for payment to contractors to ensure compliance with contract provisions and purchasing policies and procedures are met.

- Provide on-site resolutions of construction problems.
- Prepare and coordinate documentation with the FEMA and the Bureau of Finance and Accounting for the scope of work, project work sheets, and other information necessary to renovate buildings damaged or destroyed by natural disasters.
- Review new fixed capital outlay project programs for compliance with water quality and other environmental standards as well as conformance to building codes and life safety standards.
- Review for cost effective design and develop impact data.
- Prepare project design programs for proposal development by Architect and Engineering firms.
- Prepare applicable contract documents for project A/E contracts and administer contracts including design reviews.
- Develop and maintain project procedures to assure compliance with Florida Statutes.
- Develop and maintain project ledgers for maintenance and accountability.
- Assist in the development of fixed capital outlay budget for the department.
- Visit sites on a regular basis to assist with construction, renovation, and maintenance programs.
- Assist in identifying facility buildings and site conditions requiring corrective action and estimate costs for budget considerations.
- Prepare analyses for buildings that are identified in need of repair and prepare cost analyses for various structures.
- Administer project disbursements for all projects.
- Monitor expenditures and provide construction progress and budget account reports.
- Conduct liaison activities for the department with the Department of Environmental Protection, Department of Management Services, Division of Building Construction, Department of Transportation, FEMA, Department of Community Affairs and all other permitting agencies.
- Attend quarterly SHMPAT – State Hazard Mitigation Plan Advisory Team meetings with the Department of Emergency Management.

#### **FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION, Lakeland, FL**

Southwest Region Property & Facilities Manager, Jun 2004 – Jan 2017

- I served on the FWC Statewide Facilities and Fleet teams.
- Provided all training and guidance for five Property Analyst located throughout the state.
- Inspected facilities and compile reports for requesting FCO – Fixed Capital Outlay funds.
- Project Manager for all FCO and Non-FCO facility construction and repairs.
- Responsible for managing FCO budgets and spending.
- Responsible for tracking facilities maintenance budgets, cost analyses, and introducing cost saving processes and procedures for maintenance of facilities.
- Oversee all maintenance of HVAC, plumbing, electrical, building, and Fire protection.
- Worked with the state contracts system for procurement of goods and services.
- Assist with implementation and management of multiple ITB's – Invitation to Bid. For Construction, Heavy equipment, and Fencing.
- Handled all facilities contract negotiations and contracts.
- Conducted audits on assets, fuel purchases and consumption, electric usage, and facilities to ensure state policies, rules, and statues are being followed.
- Handled automobile and facilities accident claims and work with Insurance Companies and DFS Risk Management to resolve.
- Worked with internal and external customers on a daily basis in solving problem with facilities and fleet issues.
- Supervised the Facilities Maintenance and repair staff as well as contractors.
- Conducted energy audits on facilities and initiate cost saving ideas to cut down on FWC's Carbon Footprint.
- Ensured that FWC facilities are entered in the FL-SOLARIS Facility Inventory Tracking System (FITS).
- Inspected facilities and compile reports and recommendations for facilities not meeting the ADA requirements.

- Worked with the State Fire Marshal's to ensure that FWC facilities meet the NFPA requirements.
- Managed a fleet of over 500 which is made up of passenger caring vehicles, vessels, atvs, and heavy equipment.
- Ensured that all FWC policies, procedures, DMS rules, DFS rules, and state laws are being followed for mobile equipment acquisition and mobile equipment disposal.
- Handled and manage all aspects of fleet management, asset management, risk management, and facilities management for twelve counties.
- I used Microsoft Word, Excel, Access, and Power Point on a daily basis.

**Fish and Wildlife Technician, Jun 2002 – Jun 2004**

- I helped work and maintain the fisheries on the SW Urban Ponds.
- Held kids fishing derbies, maintained and repaired fish feeders, maintained and repaired boats.
- Performed water quality test on the multiple ponds and lakes, electro fish sampling.
- Fish raring, harvesting, hauling, stocking.
- All aspects of equipment maintenance and building maintenance.
- Repaired buildings repaired electric pumps, electronic controls.
- Worked with contractors for the new construction of the Florida Bass Conservation Center.

**Engineer I , May 1997 – Nov 2002**

- Supervised FWC staff in the installation and construction of public boat ramps, docks, and piers statewide.
- Collected information and composed reports for boat ramp construction.
- Reviewed blueprints and designed as-built drawings for changes to construction designs.
- Worked with local, state, and federal agencies for boat ramp locations, installation, and permitting.
- Prepared presentation and presented them in meetings and seminars.
- Managed and ordered all equipment to include; heavy equipment, trucks, trailers, and all construction materials.
- Scheduled job start up and completion, Inspected boat ramps state wide.
- Project Manager for all construction of boat ramps, docks, and piers statewide.

**EAGLE FIRE PROTECTION, Clermont, FL**

**Field Foreman, Apr 1989 – May 1997**

- Supervised multiple staff installing overhead fire suppression systems in multiple buildings in Central Florida.
- Installed, tested, and inspected fire pumps and fire hydrants.
- Scheduled meetings with contractors and Fire Inspectors.
- Scheduled job start up and job completion to meet set completion dates.
- Read and reviewed construction blue prints daily.

**UNITED STATES NAVY, Jacksonville, FL**

**Seamanship Specialist, Apr 1987 – Feb 1989**

- Performed Infantry, Gun Crews, and Seaman Duties as required while stationed on a Naval Ship.

**EDUCATION**

**South Sumter High School, Bushnell, FL**

**Seminole Community College, Sanford, FL**

*Fire Suppression*

## **ADDITIONAL SKILLS**

- I have many years of experience and a strong knowledge base of State of Florida facilities management, construction, rules, regulations, procedures, techniques, and practices.
- Facilities management and maintenance best practices.
- I am very fluent in the construction and repair techniques of all types of structures.
- Blue Print reading.
- Experienced in Data processes, Computers, Administrative, Budget Management, Problem Solving, Prioritization, Report preparation and presentation.
- I have supervisory experience within state Government as well as in the private sector.
- I know state purchasing rules, processes, and laws.
- Self-motivated and can work independently or as a Team member.
- Team leader and team builder.
- Budget managing skills.
- Staff supervision, motivation, and training.
- Over 20 years of experience in the construction field.
- Florida Certified FCCM and FCCN.

