

CARLOS E. JOSE

Assistant Aviation Director, Facilities and Landside Management



Carlos E. Jose, Assistant Director for the Miami-Dade Aviation Department (MDAD), is responsible for the Facilities Management Division.

Facilities Management is the largest and most diverse division within the Aviation Department, comprised of 712 employees grouped into Facilities Management, Facilities Maintenance, Terminal Maintenance, Landside Operations and General Aviation Airports Maintenance. These sections consist of more than 42 different working units or shops.

The following is a brief overview of the responsibilities under this division:

- Provides utilities, public works and cargo area support to five Miami-Dade County airports.
- Provides personnel payroll, safety, training, customer service and administrative support to 712 employees.
- Oversight of the Capital Improvement Program (CIP). Assist project managers in obtaining better coordination for demolition activities, shutdown of utilities, resolving conflicts between adjacent projects, commissioning, testing and ensuring systems integration.
- Responds to emergencies and critical issues that require engineering expertise such as assessment of structural damages, unplanned power outages, storm/hurricane damage assessments, air quality complaints and technical evaluation for new projects.
- Responsible for all in-house architecture and interior design projects, including design, construction administration and procurement of all furniture, carpet and miscellaneous accessories. It also manages all phases of construction projects including design, bidding and construction.
- Responsible for computer design and development of architectural and engineering drawings, technical exhibits, leasehold drawings and computer-generated, federally standardized drawings for the maintenance, operation, development and expansion of all Miami-Dade County airports.

- Administers the project development/implementation program. The focus is on life safety repairs and specialty projects that include recertifying older buildings, upgrading facilities for continued and renewed occupancy, closing out open/expired permits and addressing Notices of Violations (NOVs) from initiation to project completion.
- Provides emergency repair work, performs special maintenance projects and maintains the various facilities via a preventative maintenance program in the Terminal building.
- Oversees the Work Order Center.
- Provides land and building maintenance and emergency repair work at the County's general aviation airports to include the coordination and oversight of various facilities and grounds maintenance related contracted services such as canal maintenance, grounds maintenance, tree trimming, termite protection and interior foliage.

Mr. Jose began his tenure with Miami-Dade County in 1988 with the Water and Sewer Department. In June 1989, Jose was hired by the Aviation Department as an Architectural Drafter and was promoted later to Sr. System Analyst Programmer for the Technical Support Division. Carlos was responsible for the development and implementation of the Geographical Information System. In 2003, he was promoted to the Division Director of Technical Support, overseeing airport wide signage systems, aerial cartography, surveying and technical drafting.

In 2006, Mr. Jose was assigned to assist with the re-organization of the Facilities Maintenance Division and accepted the responsibility of overseeing Terminal Maintenance. Carlos was promoted to Assistant Director of Facilities Management in 2007.

Among his community involvement activities are memberships in Leadership Miami, the South Florida Hispanic Chamber of Commerce, and Lighthouse for the Blind, in addition to volunteering with several other youth mentoring programs.

Mr. Jose earned a Bachelor of Science degree in management information systems in 1992 from Barry University in Miami, Florida, and a Master of Business degree from University of Miami in 2000.