

John Field, P.E.
1839 Monroe St
Hollywood, FL 33030
(978) 501 3007 johnffield@aol.com

Tuesday, June 6, 2023

RE: County Administrator, Manatee County

I am very excited to submit my cover letter and resume for the position of County Administrator of Manatee County.

I am a tried-and-true municipal professional with over twenty-one years' experience improving delivery of service to constituents. I succeed, in part, because I am a hard-driving, responsible, creative, resourceful, results-oriented leader. The rest is because of my skill in teambuilding. I have a successful record of building fair, agile, professional, disciplined and competent teams. This aspect of my work is very important to me, one that I take pride in. I measure my success by the success of the members of my organization. My leadership style lines right up with the County ACE credo and the "Just Do It" guideline.

My strengths center around growth and economic development. From the ground up, I am very well versed in new growth and balancing its environmental impacts.

I have a long history of improving delivery of service all along the municipal spectrum, from day-to-day operations to long range planning and policy development to budgetary discipline. I have extensive experience in municipal financing, planning, construction, creating budgets, capital management, economic development, executive recruitment, personnel management, procurement and building beneficial community relationships.

I have completed the Suffolk University Certificate in Local Government Leadership & Management and use the lessons learned in that coursework daily. I recently completed the coursework to attain the designation as Associate MCPPO (Mass Certified Public Purchasing Official). I am also trained as a Certified Floodplain Manager.

I am a registered professional Civil Engineer. That training, education and professional experience provides me with a great depth of understanding of the benefit of process, but, more importantly, I am trained to solve problems.

I enjoy the challenges of bringing people together, trying to find consensus, finding a path. I am comfortable at the center, in a small setting or large, public or private, contributing, leading, participating, gathering information and making decisions.

I believe that I have the skill and strength of character to make Manatee County a better place to live in, work in and visit and I am confident that I can help to improve the delivery of service in Manatee County.

I appreciate your consideration and look forward to hearing from you,

Sincerely,

John F. Field, P.E.

JOHN F. FIELD, P.E.
1839 Monroe Street, Hollywood, FL 33020
6 Beaver Brook Road, Littleton, MA 01460
978.501.3007 johnffield@aol.com

MUNICIPAL PROFESSIONAL - BUILDING OFFICIAL – PROFESSIONAL ENGINEER

Dynamic municipal professional with comprehensive industry knowledge comprising all aspects of operations... demonstrated record of fiscal responsibility, maximizing staff production while minimizing expenses and improving services ... very strong policy initiatives, promotes open communication channels and understanding of process to maintain mutually beneficial relationships with business, residents and various Boards...strong work ethic coupled with ability to streamline operations and implement innovative solutions ... recognized for integrity and initiative in all endeavors.

**CAREER
SUMMARY**

**LAND USE COORDINATOR/INSPECTOR OF BUILDINGS & ZONING ENFORCEMENT
OFFICER TOWN OF WESTON**

2012-present

- Provide professional leadership in a very high performing Land Use Department staffed by 12 people that frequently involves review of and/or guidance to other authorities having jurisdiction, policy on land use, consults with and directs owners, designers and contractors on multi-million dollar residential projects.
- Ensure timely, accurate and professional response to all permit, review, zoning, inspectional and complaint activity by managing all operational aspects of Land Use, Zoning and Commonwealth Codes
- Administering a Budget of Approximately \$1.1 M

**DIRECTOR OF INSPECTIONAL SERVICES
INSPECTOR OF BUILDINGS/ZONING INFORCEMENT OFFICER
City of Everett**

2010-2012

- Create and provide professional leadership for a new Inspectional Services Department, consolidated from four separate city departments, choosing staff, operating systems, office locations and layout, recruitment of additional staff consisting of approximately 17 persons both union and non-union
- Ensure timely, accurate and professional response to all permit, review, inspectional and complaint activity by managing all operational aspects of ISD, City and Commonwealth Codes
- Administering a Budget of Approximately \$.8M

**INSPECTOR OF BUILDINGS/ZONING INFORCEMENT OFFICER
City of Everett**

2009-2010

- Administer local bylaws and perform duties as detailed in 780-CMR State Building Code, which include: review of submissions, plans, site plans; issue/deny building permits; issue citations and orders; perform building inspections and administer related codes and bylaws under the jurisdiction of the Building Department.
In the first 6 months of my tenure, I have:
 - Revised the department fee structure to create a department that is fully self-funded. Previously, the department was run at a cost to the general fund.
 - Developed a system for moving vacant, abandoned or otherwise non-compliant properties into a program where the property is improved to habitability by the Receivership process. I have been responsible for the improvement of at least 4 structures and as many as 24 dwelling units from blighted to rehabilitated.
 - Improved workflow and process to facilitate better delivery of service, reduced time to obtain permits due to knowledge of codes.
 - Begun to prepare the Building, Health and Code Enforcement to merge into a Inspectional Services Department.
 - Reduced complaints, previously adjudicated to the Administration level, through research, negotiations, and impartial communication with all involved parties.

BUILDING COMMISSIONER/ZONING ADMINISTRATION OFFICER**2002-2009**

Town of Boxborough, MA

- Administer local bylaws and perform duties as detailed in 780-CMR State Building Code, which include: review of submissions, plans, site plans; issue/deny building permits; issue citations and orders; perform building inspections and administer related codes and bylaws under the jurisdiction of the Building Department.
- Developed a mission statement that pledged open, fair, thorough professional code administration with an emphasis on customer service and collaborative problem-solving; changed title to Administration Official from Enforcement Official to reflect that mindset.
- Created a checklist-based inspection form included with building permits, significantly reducing the volume of re-inspections due to advance notice of work and code items to be examined; reduced time to obtain permits by 75% due to knowledge of codes.
- Reduced most zoning complaints, previously adjudicated to the ZBA level, through research, negotiations, and impartial communication with all involved parties.
- Implemented a Windows Access-based database to track code inspections, and a hand-held computer with GeoTMS to assist in field inspections, permits, and appointments.
- Reduced department budget 20% while still providing maximum coverage.

ASSISTANT LOCAL INSPECTOR**2002-2003**

Town of Concord, MA

- Performed building inspections and duties as detailed in 780-CMR.

EDUCATION

The Massachusetts Municipal Association and Suffolk University's Center for Public Management
Certificate in Local Government Leadership & Management

EMBRY RIDDLE AERONAUTICAL UNIVERSITY, Daytona Beach, FL B.S. Business
Administration and Computer Science

UNIVERSITY OF MASSACHUSETTS LOWELL

Candidate for a B.S. in Civil Engineering

COMPUTER SKILLS

Social Media

AutoCAD, HydroCad, AutoDesk Land Desktop Development, GeoTMS, Timeline, Project, Word, Excel, and all other current software

AFFILIATIONS

American Society of Civil Engineers (ASCE) Building Official and Code Administrators (BOCA)
Massachusetts Building Commissioners and Inspectors Association (MBCIA)

LICENSES

Professional Engineer - Civil/Construction
Florida Building Code Official and Inspector

Licensed Journeyman Electrician

Certified Soil Evaluator

Licensed Construction Supervisor

Licensed Drain Layer

On-site Sewage Disposal Installer

Certified Systems Inspector

Grade 4 Municipal Wastewater Treatment Plant Operator (W/I)

CDL Commercial Driver Class A, Air Brakes, M, Doubles - No restrictions

BOCA 1 and 2 Family Dwelling Certification BOCA General Building

Certification Certified ICC Building Official

References of John Field

I currently work with the individuals listed below who can bear witness to my professionalism, my competence, my relentless dedication to delivery of better service, my integrity, my commitment to finding solutions that bring people together, among other things you may find important.

1. Chief David B. Soar
Fire Chief Town of Weston

394 Boston Post Road

Weston, MA 02493

(781) 786-6101

soar.d@westonma.gov

On an almost daily basis I work closely with members of the Weston Fire Department on a wide range of matters.

2. Mr. Jonathan White
White Freeman & Winter

(774) 561-2400

jwhite@wcnllp.com

Mr. White is an attorney representing clients in the area of Land Use in the Town of Weston. In my capacity as Land Use Coordinator, I routinely deal with matters brought to the Town by Mr. White on behalf of his clients.

3. Ms. Wendy Diotalevi, RS
Public Health Director, Town of Weston

11 Town House Road

Weston, MA 02493

(508) 277-6114

Diotalevi.w@westonma.gov

I work very closely with the Health Director and Health Department staff on all matters of permitting, administration and municipal operations where public safety and public health overlap.
