

# **Thomas S. Heck**

4445 Great Falls Loop  
Reno, NV 89511-6086  
hecklandry@msn.com

(775) 742-7132 (C)

(775) 851-4009 (H)

## **CAREER HIGHLIGHTS**

- 30 years of leadership and project management experience in municipal and federal government.
- A strengths based leader who has successfully developed and implemented a myriad of projects and programs while maintaining a high level of transparency, bi-directional communication and accountability for on-time, every time results.
- An approachable leader who fosters strong relationships while still making work fun.
- A detailed, focused fiscal manager who has successfully developed budget and fiscal processes and procedures, producing significant cost savings for various communities and taxpayers.
- A big picture focus and strong strategic planning abilities with demonstrated flexibility in developing meaningful relationships with stakeholder groups, funders, staff, elected officials, and the press.
- 30 years of successful collaboration and team building experience with various stakeholders including high-level executives, elected officials, citizen groups, unions, various workforce members, human resources, and other interested stakeholders and power brokers.
- Consistent high achiever and visionary with a strong 'can-do' attitude who has been routinely appointed to transform various operations and systems taking them to national benchmark standards.
- Strong, energetic situational and facilitative leader who has a pattern of providing fast-track, cost effective alternatives for customers and project requirements.

## **EDUCATION**

- Pepperdine University, Malibu, California: Executive Master's of Business Administration (MBA).
- George Washington University, Washington D.C.: Education Specialist Degree (Ed. S.), Human Resource Development.
- Troy State University, Troy, Alabama: Master of Science Public Administration (MPA).
- United States Air Force Academy, USAF Academy, Colorado: Bachelor of Science Degree (BS), General Studies: Civil Engineering/Math.

## **CERTIFICATION**

Engineer Intern, State of Nevada #0T6522

## **EMPLOYMENT EXPERIENCE**

**Town Manager**  
**Manalapan, FL**

**2010**

- Directed all municipal administrative operations.
- Responsible for providing leadership, direction and management of all municipal departments including the Finance Department, Human Resources, Police, the Town Attorney, the Town Clerk and the Town Library.
- Managed Water and Sewer Utility including budgeting, design, construction, and capital improvements.

- Implemented a performance based budgeting process.
- Developed and monitored the Town Annual Budget and presented this document to a seven member Commission for approval.
- Represented the Commission at all interagency meetings with Federal, State, and local government officials.

**Director, General Services  
El Dorado County, CA**

**2008 – 2009**

- Managed Capital Projects, Parks, Facilities, and Fleet Maintenance.
- Developed and implemented a department wide efficiency and effectiveness action plans to transform the general services department.
- Provided oversight and direction for all personnel functions including hiring, performance evaluation, progressive discipline, and termination.
- Developed and established contracts for 200,000 SF of county office space.
- Built and facilitated strong working relationships with department heads; working their priorities.
- Successfully resolved long standing politically sensitive personnel and program issues within the department.
- Managed 60 personnel and a \$25M budget.

**Engineering Manager, Yuba City, CA  
Operations Manager, Elk Grove, CA  
Senior Project Manager, Elk Grove, CA  
Interwest Consulting Group, Northern California**

**2005 – 2007**

- Fulfilled various municipal management roles in community development, maintenance, design, and capital construction.
- Routinely collaborated with City Council, other city leaders, and community stakeholders providing technical assistance, problem solving action planning, and customer service deliverables.
- Managed a \$20M Downtown Revitalization and \$20M Park and Aquatics Center Project which included consultant contract management and oversight, contracting oversight, stakeholder input, facilitating community town hall meetings, parking issues, and working with utility companies and state agencies.
- Worked with and provided oversight to developers and construction contractors to ensure project compliance.
- Managed plan check, development conditioning, and adequacy of improvement plans, infrastructure, designs, and construction projects.

**Deputy Director of Public Works  
Reno, NV**

**2000 – 2005**

- Lead operations of 170 personnel and a \$27 million city maintenance division (i.e., streets, sewer and storm systems, fleet, facilities, and a 4MGD plant).
- Developed and implemented process improvement initiatives resulting in city savings of over \$3M annually and achieved improved outcomes for the City of Reno's maintenance functions.
- Implemented system transformation and organizational culture change to bring operations to national benchmark standards.
- Developed a \$100K leadership-training program for subordinate managers, supervisors and staff.
- Set goals and objectives for operations measured through a task management system.
- Routinely collaborated with the City Manager, City Council, Civil Service Commission, other city leaders, and community stakeholders.
- Managed financial and human resources allocations.
- Instituted task focus for improved operational effectiveness and customer satisfaction.

**Director, Buildings and Grounds  
University of Southern California  
Los Angeles, CA**

**1998 – 2000**

- Lead operations of 80 personnel and \$9 million budget.
- Managed financial and human resources allocation in multiple geographically separate locations.
- Built, implemented, and monitored annual operating/capital requirements budget.
- Provided financial and operational analysis to USC leadership.
- Spearheaded organizational improvements for maximum productivity and customer responsiveness resulting in savings to the University of over \$150K annually.
- Established performance metrics and ensured compliance with federal, state, and local regulations.

**U.S. AIR FORCE  
JUNE 1977 – MAY 1998**

**Director of Public Works  
Los Angeles Air Force Base, CA**

**1996 –1998**

- Responsible for providing oversight and management of over 2.7 million square feet of base facilities, utilities, including industrial/administrative buildings, and 574 family housing units.
- Managed 182 personnel and a \$26M operating budget, along with a \$1.2M capital budget.
- Spearheaded 5-year facility strategic planning efforts, generating operating budgets for each alternative.
- Developed and managed metrics quarterly to ensure the highest level of facility support and customer service to the base.

**Deputy Command Engineer  
Southern Command Engineering, Panama**

**1994 –1996**

- Managed a \$50M military training construction program for nation building.
- Acting Command Engineer for 12-month period in the absence of the Command Engineer.
- Provided direction to staff; briefed general officers, and provided engineering expertise to decision makers.
- Supervised 17 professional and support engineering staff.

**Chief of Operations  
Travis Air Force Base, CA**

**1991 –1994**

- Responsible for managing 7,800 acres, 10 million square feet of facilities and utilities (sewer and water distribution, electrical, and water production) including 500 administrative/industrial buildings, 6.4 million square feet of pavements, 2,500 houses, water wells, and secondary power distribution supporting 10,000 personnel.
- Developed, implemented, and monitored performance metrics to improve performance and operational efficiency.
- Monitored and tracked allocation of a \$40M operating budget.
- Provided input in strategic planning for operations functions, including budget and funding.
- Lead and supervised a total of almost 400 personnel.
- Developed strategic plan to fix poorly maintained/repared facilities under tight fiscal constraints.
- Managed priorities to ensure mission critical facilities remained operational and in good repair.

**Chief of Engineering**

**1993 –1994**

**Travis Air Force Base, CA**

- Principle engineer who was personally selected by the Commander to assume leadership of this once failing Engineering Division;
- Lead and managed 20 professional engineers.
- Implemented a leadership plan, which included communicating what was important, modeling the way by doing the right things, building an engaged workforce, and developing relationships with critical stakeholders.
- Lead the transformation effort to reorganize the Engineering Division into two multi-discipline design teams providing a systems approach for design and construction.
- Developed and implemented facility standards.
- Managed an \$834M 5-year design construction program and associated area development plans.
- Managed \$200M in on-going construction projects.
- Managed a \$150M fast track design effort that successfully met critical award deadlines.
- Developed strategic plan and vision for facilities improvements by developing standards, measurements, and an implementation plan.

Note: Remaining 12 military assignments and experience can be provided upon request.