

## **Assistant Facilities Manager**

The Assistant Facilities Manager is responsible for the day-to-day management of facility department operations. This work includes managing staff and coordinating work of external vendors. This position will be responsible for monitoring and managing all library facilities automated mechanical systems in the absence of the Facilities Manager. He/she will be responsible for the maintenance repairs of all HVAC, electrical, plumbing, carpentry, and painting of all library facilities. He/she will be responsible for monitoring and operating all building management software applications in the absence of the facilities manager. He/she shall assure grounds are maintained and set up for seasonal change overs, maintenance, and repair of sprinkler systems. The Assistant Facilities Manager shall assure all library vehicles are properly maintained, repaired, and inspected as required. He/she shall manage all custodial services and oversee all vendor work. This position will prepare, schedule, and manage maintenance activity and supervise employees, schedule work assignments, inspect work, be responsible hiring, training, discipline, and terminations. The position is on call 24/7. All other work as may be assigned by the Facilities Manager.

### **Major Job Responsibility:**

- Knowledge of various maintenance trades, including carpentry, electrical, plumbing, and HVAC. Skilled in Building Management Systems maintenance and monitoring. Mechanical aptitude.
- Knowledge of the types and uses of equipment and materials used in maintenance and repair work.
- Knowledge of safety practices and procedures followed in maintenance and repair work.
- Knowledge of the standard preventive maintenance procedures followed in connection with building structures.
- Knowledge of the principles, practices, and techniques of supervision.
- Knowledge of inspections of buildings, grounds, building systems, heating plants, and life safety equipment. Ability to read and understand construction specifications and blueprints.
- Ability to give precise oral and written instructions.
- Ability to maintain accurate records.
- Ability to exercise sound judgment.
- Ability to make decisions and act quickly in emergency situations.
- Ability to deal tactfully with others and establish rapport with person from different ethnic, cultural and/or economic backgrounds.
- Responds to alarm calls as needed on a 24 hour and 7-day schedule.
- Proficient computer and systems knowledge; Strong literacy in Microsoft Office Suite (MS Word, Excel, PowerPoint)

## **PHYSICAL DEMANDS / WORK ENVIRONMENT:**

- Ability to continuously bend, twist, stoop, reach and pull.
- Ability to keep composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to lift to 75 pounds.

## **OTHER:**

- Ability to meet a flexible work schedule, including evenings and weekends.
- Available for 24 hr. emergency call by telephone and/or cell phone.
- Able to travel to all facilities within the city, during all weather conditions.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Exposure to inclement weather.
- Exposure to potential hazardous chemical solutions.

## **QUALIFICATIONS:**

- Associates degree in facilities management, construction management, related field or licensed HVAC, Plumber, S-3 and/or steam systems or Electrician required.
- Three (3) years of progressive experience managing facilities maintenance operations.
- Must have valid CT driver's license.
- Experience building management software with Andover systems and/or Automated Logic preferred.

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference “**Assistant Facilities Manager**” in the subject line of your email.

**Hartford Public Library is an Equal Opportunity Employer.**