

## **Capital Projects Manager**

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience in the 21st Century with services designed for and by a diverse and dynamic city and region. With seven locations throughout the city, HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. [www.hplct.org](http://www.hplct.org).

Reporting to the Chief Administrative Officer, the Capital Projects Manager will be responsible for project management of all capital projects and any projects requiring multi-disciplinary trades engagement from design concept stage through construction documents, bidding, and construction administration, to close out and turn over to department and facilities operations for maintenance and repair. This position will play a significant role in the leadership and management of various sized construction and maintenance projects of varying levels of complexity with accountability for estimates, budgets, scope, schedules, and safety. Upon project completion there will be a transition to the Facilities Department for on-going operations including maintenance and repairs. The Capital Projects Manager will ensure that appropriate training is provided to facilities department personnel in the use and operation of mechanical systems and shall provide warranty and all supporting documentation requires to ensure successful transition of completed capital project. This position will also serve as acting Facilities Manager in the absence of the Facility Manager.

### **Responsibilities include:**

- Responsible for managing the end-to end process for assigned projects such as capital projects, renovations, remodels.
- Prepares project scope documentation, project budgets, and project schedule for assigned projects.
- Manages vendors and ensures vendor deliverables are in accordance with project scope and specifications.
- Responsible for Capital Project procurement and develops all Request for Proposals (RFP) and Request for Qualifications (RFQ) documentation, issuing documents, and coordinates and manages the bid review process and selection of vendors.

- Ensures the timely preparation and execution of all contract documents and other legal documents required for the projects is in place and completed properly.
- Ensures compliance with Hartford Public Library and other procurement requirements.
- Works collaboratively with CAO in the development of Capital Project portfolio, creates various spreadsheets for project analysis and developing market rate cost estimates for projects. Maintains consolidated project portfolio schedule.
- Ensures appropriate site evaluations and studies are conducted and reviews with project team.
- Reviews construction documents including blueprints and all other project documents for inconsistencies, missing information and ensures accuracy of documentation.
- Manage project team, attends project team meetings, tracks project budgets, change orders, and manages project risks. Escalates project risks and issues as appropriate.
- Provides bi-weekly, ad hoc reports, presentations and other documentation as required.
- Conducts project field visits for small to midsize projects and validates projects are completed to specifications prior to approving vendor payments; approves vendor payments.
- Manages project close out process ensures all punch list items are completed.
- Ensures all documents are maintained in central files for future references.
- Maintains warranty schedule for all installed equipment and prior to warranty expiration provides advance notice to Chief Administrative Officer for warranty extensions or sunset. Ensures that all warranty information, mechanical or other system manuals are transitioned to Facility department.
- Works collaboratively with Facilities Manager to coordinate and schedule staff training of equipment.
- Responsible for preparing monthly capital and facilities metric reports.
- Responsible for all facilities management tasks such as (but not limited to) hiring, termination, and disciplinary authority as required.
- All other duties as assigned.

### **Required**

- Bachelor's Degree required; preference Construction Management or related field.
- Certification in Construction Management (CCM) or Project Management (PMP) desirable.
- Three (3) years construction project management experience or related field work experience.
- Demonstrated working knowledge of current project and construction costs and experience with industry standard cost estimating systems; financial skills and knowledge to prepare and manage project budgets.
- Knowledge of maintenance materials and purchasing practices.
- Proven ability to manage contractors and maintain compliance to the agreed-upon scope of work and budget. Experience providing direction and coordination to architects and professional design consultants; strong understanding of project budgeting, design process, bid preparation, construction, inspection and building commissioning.

- Skill at preparing plans and specifications for competitive bidding processes.
- Effective negotiating skills
- Proficient in Microsoft Office: Word, Excel, and Outlook.
- Competent in the use of various project management computing tools such as: AUTOCAD and MS Project preferred.
- Organizational and analytical skills including skill to provide quality control; strong attention to detail to accurately review/edit contracts and other documents.
- Strong skills in problem recognition, avoidance, and resolution.
- Ability to work effectively in a service-oriented environment; must be flexible due to frequently changing priorities.
- Excellent written, verbal, and interpersonal communications skills.

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference “**Capital Projects Manager**” in the subject line of your email. Resumes will only be accepted by email.

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