

Facilities Manager**Full-Time**

The Facilities Manager is responsible for managing and overseeing all Hartford Public Library branch locations. This work includes managing custodial and building maintenance staff and managing and coordinating the work of external vendors and contracts, space management, repairs, equipment and vehicle maintenance, and overall plant operations for the Hartford Public Library. This position ensures the highest level of service is provided to all internal and external customers. The role requires a standard full-time schedule with some evenings and weekends as required. Consistent with industry standards, the position is on call 24/7.

RESPONSIBILITIES INCLUDE:**Facilities Management and Oversight**

- Is responsible for all aspects of facilities, and building support services, preventive maintenance, emergency repairs, support with capital repairs, and the library's physical infrastructure (HVAC, fire-life safety systems, structural, mechanical, electrical, plumbing, building envelope). Responsible for ensuring all facilities are adequately maintained, according to organizational and industry standards.
- This position will be responsible for monitoring and managing all library facilities 'automated' mechanical systems.
- Ensures grounds are maintained and set up for seasonal changeovers and manages outdoor equipment and system maintenance, such as sprinkler systems.
- Properly inspects the facilities, systems, spaces equipment, and vehicles for preventive and deferred maintenance, to optimize the total cost of ownership for all property assets through energy management, sustainability, and value engineering initiatives.
- Is responsible for safety programs to comply with OSHA regulations and supports the Chief Administrative Officer in the development and update of the Emergency Evacuation and Safety Plans in collaboration with Public Safety.
- Is responsible for installation, service, and functionality tests of fire alarm systems, water sprinkler systems, access control systems, burglar alarm systems, and security camera systems.
- Coordinates required repairs and or purchases.
- Manages, updates, and maintains Facilities Maintenance Frequency Checklist. Works as required to support the successful delivery of Facilities Department services, operations, and other deliverables.

Staff Management

- Provides oversight for all custodial work. Is responsible for the efficient use of personnel by establishing and implementing a facility work order system and performance metrics for the department. Responsible for the annual performance reviews, hiring, discipline, and staff separation of all facility personnel.
- Is responsible for staff scheduling, developing staff training, staff evaluations, and addressing personnel matters.
- Has oversight for proper supervision and utilization of facility department employees. Implements yearly OSHA training for facilities staff.

Administration and Report

- Manages vendor relationships and agreements, properly executes procurement policy, maintains appropriate files and documentation for facilities, including building blueprints, mechanical systems operational guides for all equipment, vehicle warranties, assists in the acquisition and disposition of facilities and equipment maintains all other facility documentation as required.
- Manages the department's operating budget and supports the development of construction budgets as required. Prepares various reports and statistics weekly, monthly, annually, or as otherwise required.
- Manages all building and system-related software for optimal facility performance.

All other duties as assigned. Ensure all contracts are reviewed on a regular basis and are bid out as required and confirm invoices match contract pricing.

EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- Associate's degree required. Minimum 5 years' professional experience required.
Preferred: Bachelor's Degree in Facilities, HVAC, Mechanical or Electrical licensure. Preferred: Certified Facilities Manager.
- Three (3) years of experience building management software with Ecostructure systems and/or Automated Logic preferred.
- Position on call 24/7 for emergency response.
- Strong literacy in Microsoft Office Suite, in particular Word and Excel. Proficiency in general computer and systems knowledge.
- 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.
- Self-motivated with the ability to exercise sound judgment.
- Ability to make decisions and act quickly in emergencies.
- An ability to deal tactfully with others and establish rapport with people from different ethnic, cultural, and/or economic backgrounds.
- Responds to alarm calls as needed on a 24-hour and 7-day schedule.
- Must have a valid CT driver's license.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Lifting moderate to heavy material up to 75 lbs. Ability to continuously bend, twist, stoop, reach, and pull.
- Ability to maintain composure in every day, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.

- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Exposure to potentially hazardous chemical solutions. Able to walk, sit, and stand for extended periods.
- Able to travel to all facilities within the city, during all weather conditions.
- Available for 24-hour emergency call by telephone and/or cell phone.

What we offer employees:

Hartford Public Library offers full-time benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- Health, Dental, and Pharmacy benefits
- Pension Plan (MERF) with employer contribution
- Tuition Reimbursement-available after 1 year (grant-funded roles not eligible)
- Mental Health Support through Employee Assistance Program (EAP)- first 3 sessions at no cost to the employee.
- Paid Time Off - Vacation, personal, and sick time
- 2 Floating Holidays
- 11 Paid Holidays
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of a staff-led DEI Road Map.

What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating, and engaging spaces where people can learn and discover, explore their passions, and find a rich array of resources that contribute to a full life.

We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation, and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia Teen Spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio, and video collections · And so much more!

To Apply: Please email your resume and cover letter to hpljobs@hplct.org and reference **Facilities Manager** in the subject line of your email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends and encourages all employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, vaccination is not required at this time.

Hiring Range: \$81,175.38 - \$85,234.24 DOE

Hartford Public Library is an Equal Opportunity Employer.