

Facilities Director

The library is seeking a **Facilities Director**. The Facilities Director is responsible for overall management and oversight of all Facilities operations and construction projects for Hartford Public Library, this includes is not limited to: facilities planning, space management, maintenance, repair, renovation, construction activities, landscape, equipment, vehicle maintenance and operations for Hartford Public Library. The incumbent serves as advisor to senior leadership team on facilities related issues and reports directly to the Chief Administrative Officer.

Responsibilities include:

Facilities Management

- Responsible for all aspects of facilities, and building support services, preventive maintenance, emergency repairs, event steps, interdepartmental deliveries capital projects, and the library's physical infrastructure (HVAC, fire-life safety systems, structural, mechanical, electrical, plumbing, building envelope)
- Develops and manages the departmental operating and capital budgets; develops and maintains long-range strategic plan(s) for facilities, including preventive maintenance for equipment and vehicles and capital renewal of the physical infrastructure; optimizes total cost of ownership for all property assets through energy management, sustainability, and value engineering initiatives
- Develops and implements safety programs to comply with OSHA regulations, including the update of the Library's Business Continuity Plan, and Emergency Evacuation Plan in collaboration with Security Director
- Implements yearly OSHA training for facilities staff.

Staff Management

- Responsible for the efficient use of personnel by utilizing facility work order system and performance metrics for the department
- Responsible for the selection of all facility personnel, developing staff training, and evaluation of personnel addresses personnel matters with staff including discipline
- Assure proper coverage
- Accountable for proper management, supervision, and utilization of facility department employees
- Assures that facility department custodial operations and repairs are made in a timely manager
- Responsible for scheduling and planning for maintenance and assures proper training and coverage of all maintenance work
- Uses appropriate organizational software for managing schedules, and time off, as well as any other software which may be required to properly manage the department including all mechanical, HVAC and alarm systems
- In absence of the Assistant Facilities Manager directly supervises maintenance staff

Construction and Capital Projects

- Responsible for library construction projects to assure that facilities are built according to specifications

and any value engineering is reviewed and approved by Chief Executive Officer and Chief Administrative Officer

- He/she shall monitor project time lines, budget, and scope
- Working closely with all parties including but not limited to Architect, Construction Management firms and/or General Contractor, and City to assure proper coordination of work
- Manages and supervises small renovation projects directly, creates scope of work, obtains quotes from various trades, develops budget and coordinates project until completion in a timely manner Managers external project managers for large and complex building projects
- Responsible for all departmental and capital project procurements, including vendor service contracts for all building systems maintenance (HVAC, fire-life safety, security systems, elevators, roofing), landscaping, pest control, and other types of contractual services as required for the efficient facility and security operations of library

Administration and Reports

- Assists in lease negotiations, manages leased facilities relationships and agreements, responsible for all departmental reporting, and maintaining appropriate facilities, equipment, vehicle warranties, assists in the acquisition and disposition facilities and equipment maintains all appropriate documentation
- Assures appropriate level of insurance on facilities, equipment, and vehicles
- Prepares various reports and statistics bi-weekly, monthly, annually, or as otherwise required
- Prepares annual maintenance schedules for all facets of maintenance provide Chief Administrative Officer annual maintenance plan and reports on status of maintenance work

Education

- Bachelor's degree required
- Master's degree preferred
- Bachelor's Degree in Facilities, Mechanical or Electrical Engineering or degree relevant to the position preferred.
- Master's Degree, Certified Facilities Manager, and or Project Management Professional Certification (PMP) preferred

Experience/Qualifications

- 5-7 years or greater experience in the facilities, maintenance of electrical, mechanical systems and/or construction management
- Commercial facilities management and construction experience required
- 5 years' experience at a management level required.
- Knowledge of electrical and mechanical systems, HVAC, and construction
- Experience in construction project management, facilities budget development and management, and scheduling, for multi-site operations
- Ability to read and understand architectural, engineering and construction documents, operations and maintenance manuals, and other related materials
- Knowledge of OSHA and other regulatory agency requirements
- Excellent organizational skills, ability to multi-task, prioritize, and work well under pressure to meet deadlines
- Ability to work in a team-environment
- Excellent communications and negotiations skills both written and oral
- Serves as back-up to assistant facility manager in his/her absence available 24/7, early morning, and evening hours may be required

- Valid Driver License required

Physical Demands

- Lifting of moderate to heavy material up to 75 lbs
- 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
- 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
- Able to walk, sit and stand for extended periods of time.

What we offer employees:

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

- MERF Pension Plan with employer contribution
- Health Care, Dental, Pharmacy benefits
- Life Insurance
- Long Term Disability Insurance
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education and staff engagement opportunities
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of the 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 resume and cover letter to hpljobs@hplct.org and reference **Facilities Director** in the subject line of your email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommend and encourages all newly hired 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, they are not required at this time.

Hiring Range: \$75,899.46 - \$95,000 DOE

Hartford Public Library is an Equal Opportunity Employer.