

Facilities Manager-Administrative – Full-Time

The Facilities Manager-Administrative role is responsible for the management of all HPL, library facilities/properties and related, administrative functions. This includes preventative and non-preventative maintenance, building and equipment repairs, and regular inspections/audits. The role manages the capital project closeout process transition from construction to facilities department operations, ensures all mechanical systems are up to code and facilities are ADA compliant. Manages vendor relationships associated with all building maintenance work. Responsible for administrative functions for the facilities department, manages maintenance schedules for mechanical, HVAC, plumbing and life safety systems, contracts, warranties. Prepares facilities operational reports and tracks and reports all facility department performance metrics.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

Administrative

- Manages, coordinates, and schedules all maintenance, inspections, and repair work identified from inspections and/or maintenance work. Inspects and validates completion of work within scope and quality.
- Maintains all departmental contracts and warranties, ensures information is maintained and up to date, tracks and renews contracts and extends warranties as required in a timely manner.
- Manages a vendor list for the department assuring that there are vendors in place for all trades and services as required for facility department operations.
- Manages facility department procurement, solicits quotes and bids as required. Ensures proper scope of services documented prior to solicitations. Works collaboratively with appropriate manager on all procurement needs for department.
- Prepares bi-weekly reports on maintenance work performed, assess vendor performance, maintains, and prepares and reports all departmental metrics.
- Maintains and secures all facility department blueprints and important documentation assure that all blueprints are digitized and updated as required.
- Supports the Facilities Director in the development, implementation, and testing of the Library Business Continuity plan and Emergency Evacuation Plan.
- Manages assigned staff including hiring, training, evaluations, coaching, and performance management.

Facilities Maintenance

- Manages and supervises the installation, service, and functionality tests of fire alarm systems, water sprinkler systems, access control systems, glass-breakage/burglar alarm systems, and security camera systems. Assists with systems monitoring and testing for the safe and efficient operation of all building mechanical, plumbing, and control systems including the associated utility distribution networks. Supports the installation of electrical, mechanical, and plumbing systems according to specifications and drawings, ensures system functionality, maintainability, and accessibility. Works with Safety Manager to schedule regular safety drills.
- Work as required for successful delivery of services. Manages the maintenance schedule of HVAC systems and other building maintenance systems as required to assure optimal operation of systems. Responsible for all building repairs

associated with work identified resulting from maintenance inspections and assures repairs are made in a timely manner.

- Performs regular inspections of all library facilities and documents and required repair work in repair requests system.
- Manages the HVAC controls systems for all facilities.

Capital Projects

- Coordinates and provides access to facilities as needed for vendors conducting capital project work.
- Manages and supports post construction activities and closeout for all capital projects.
- Responsible successful transition of facilities from post construction to operational hand off.
- Assures that documentation is properly created and filed for maintenance, inspection and warranties for all building systems.
- Manages the training for all facilities staff in the proper operation of all building systems.

Other

- Works collaboratively with Facilities Manager of Operations.
- In absence of manager directs and supervises maintenance employees; reviews and checks employee's work, recommends hires, trains, coaches, and manages performance of staff, prepares work assignments and weekly schedules to assure appropriate level of coverage; assures proper maintenance of facilities, providing clean, healthy, safe, and well-maintained library facilities. Trains staff in proper procedures and job requirements.
- Call for emergencies in absence of Facilities Director.
- All other duties as assigned.

EDUCATION and EXPERIENCE/QUALIFICATIONS

- Associate degree required facilities management or related field; bachelor's degree facilities management or other related field preferred.
- Three (3) years of progressive experience managing facilities maintenance operations.
- Experience and knowledge of building management software preferred. Experience with Andover systems and/or Automated Logic preferred.
- Ability to multitask, meet deadlines, self-motivated, proactive and results orientated.
- Knowledge of various maintenance trades, including carpentry, electrical, plumbing, and HVAC.
- Systems Management maintenance and monitoring experience. 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 inspections of buildings, grounds, building systems, heating plants, and life safety equipment.
- Ability to read and understand construction specifications and blueprints, preferred.
- Strong communication skills, 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 manage and supervise others.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Lifting of moderate to heavy material up to 75 lbs.
- Ability to continuously bend, twist, stoop, reach and pull.
- Ability to maintain composure in everyday, 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 potential hazardous chemical solutions.
- Able to walk, sit and stand for extended periods of time.
- Able to travel to all facilities within the city, during all weather conditions.
- Available for 24 hr. emergency call by telephone and/or cell phone. Responds to emergencies in a timely manner.

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 Manager-Administrative** in the subject line of your email.

Hiring Range: \$79,975.74 - \$81,975.14

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends 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, vaccinations are not required at this time.

Hartford Public Library is an Equal Opportunity Employer.