

Facilities & 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.

The **Facilities and 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 manage various sized construction, renovation, and remodeling projects of varying levels of complexity with accountability for estimates, budgets, scope, schedules, and safety. This position would also be responsible for the administrative functions of the facilities department including procurement, warranty contract management and various financial and metrics reporting. The position will report directly to the Chief Administrative Officer.

Responsibilities include:

- Manage capital projects, renovations, and remodels of library facilities.
- 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.
- Reviews and validates vendor invoices prior to processing payments.
- Manages project close out process ensures all punch list items are completed for all projects.
- 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 facility the transition of completed project to facilities.
- Coordinates and manages staff training on building management system.
- Responsible for administrative functions such as preparing maintaining various metric reports, managing procurement processes, contracts and other construction and facilities documentation.
- Responsible for managing leases, space management assignments and contracts.
- Required to serve as back up operating HVAC technology software to manage facility environment in absence of Facilities Manager.
- Prepares project cost estimates based on market conditions and current project costs.
- Responsible for managing facilities operations in Facilities Manager's absence with hiring, termination, and disciplinary authority as required.
- All other duties as assigned.

Education and Experience Qualifications:

- 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.
- Knowledge of HVAC systems and software applications.
- 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.

PHYSICAL DEMANDS / WORK ENVIRONMENT:

- Ability to continuously bend, twist, stoop, reach and pull.
- Ability to lift 60 pounds.
- 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.

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

Newly hired employees of the Hartford Public Library must present proof of receipt of a COVID19 vaccination and may not begin employment at the Library until proof of vaccination (two doses of either the Pfizer or Moderna vaccines or one dose of the Johnson & Johnson vaccine). Booster vaccinations may be required in the future. The Library may consider exemptions for prospective employees who cannot become vaccinated due to a qualifying medical condition or a sincerely held religious belief. Candidates who receive a conditional offer of employment and who seek a medical or religious exemption to the Library’s vaccination policy will be provided with additional instructions at the time of the conditional offer. Testing requirements and/or additional PPE requirements may apply to unvaccinated employees.

Hiring Range: \$64,058.64 - \$77,646.40 DOE

Hartford Public Library is an Equal Opportunity Employer.