

## Hartford Public Library

**JOB TITLE:** Facilities Director  
**REPORTS TO:** Chief Administrative Officer  
**FLSA STATUS:** Exempt

### **BROAD SCOPE OF POSITION:**

The Facilities Director is responsible for overall management and oversight of the Facilities and Security operations for Hartford Public Library, this includes: facilities planning, space management, maintenance, repair, renovation, construction activities, landscape, equipment, vehicle maintenance and security operations for Hartford Public Library. The incumbent serves as advisor to senior leadership team on facilities and security related issues and reports directly to the Chief Administrative Officer.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Responsible for all aspects of facilities, security and building support services, preventive maintenance, emergency repairs, 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.
- Acts as project manager for all library construction projects, delivers projects on time, budget and within a pre-determined scope.
- 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.
- 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.

- Develops and implements safety and security programs to comply with OSHA regulations, including the update of the Library's Business Continuity Plan, and Emergency Evacuation Plan. Implements yearly OSHA training for facilities staff; responsible for all staff emergency/evacuation/safety protocol and training.
- Responsible for the efficient use of personnel by establishing and implementing a facilities work order system and performance metric for the department.
- Responsible for the selection of all facility and security personnel, developing staff training, and evaluation of personnel.
- Coordinates, monthly incident management meetings to review incidents, review trends and determine appropriate courses of action to be taken.
- Prepares various reports and statistic weekly, monthly, annually or as otherwise required.
- Other duties as assigned by Chief Administrative Officer.

**POSITION QUALIFICATIONS:**

Bachelor's Degree in Facilities, Mechanical or Electrical Engineering or similar engineering degree required. Master's Degree, Certified Facilities Manager, and or Project Management Professional Certification (PMP) preferred. 7 years' experience in the facilities, maintenance of electrical, mechanical systems and/or construction management, 5 years' experience at a director level.

**NECESSARY KNOWLEDGE, SKILLS and ABILITIES:**

1. Knowledge of electrical and mechanical systems, HVAC, and construction.
2. Experience in construction project management, facilities budget development and management, and scheduling, for multi-site operations.
3. Ability to read and understand architectural, engineering and construction documents, operations and maintenance manuals, and other related materials.
4. Knowledge of OSHA and other regulatory agency requirements.
5. Excellent organizational skills, ability to multi-task, prioritize, and work well under pressure to meet deadlines.
6. Ability to work in a team-environment.
7. Excellent communications and negotiations skills both written and oral.
8. Serves as back-up to facility manager in his/her absence available 24/7, early morning, and evening hours may be required.
9. Requires valid CT Driver License and guard card training.

**PHYSICAL DEMANDS:**

- Positions in this class typically require: manual dexterity, feeling, talking, hearing, seeing and repetitive motions.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other computing equipment.
- Ability to lift up to 75 pounds.

**FUNCTION OF THE POSITION DESCRIPTION:**

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The Hartford Public Library retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The Hartford Public Library is an equal opportunity employer and is in compliance with the Americans with Disabilities Act. The Library will provide reasonable accommodations to qualified individuals with disabilities.