Facilities Manager

The Facilities Manager is responsible for the day to day management of the facility department operations. This work includes managing staff and coordinating work of external vendors. This position will be responsible for monitoring and managing all library facilities 'automated' mechanical systems. Manager will be responsible for the maintenance repairs of all HVAC, electrical, plumbing, carpentry, and painting of all library facilities. Manager will be responsible for monitoring and operating all building management software applications. The Manager shall assure grounds are maintained and set up for seasonal change overs, maintenance, and repair of sprinkler systems. The Facilities Manager shall assure all library vehicles are properly maintained, repaired, and inspected as required. Manager shall manage all custodial services and oversee all vendor work. This position will prepare, schedule, and manage maintenance activity and supervise employees, schedule work assignments, inspect work, be responsible hiring, training, discipline, and terminations. This position enforces facilities, fire and safety policies and procedures, and ensures the highest level of service is provided by staff to all customers. The position is on call 24/7. May be required to work remote**.** Duties include**:**

Custodial/Landscape/Vehicle Maintenance
- Manages facilities custodial services, repair, maintenance, event set ups, grounds maintenance and facilities equipment; utilizes the work order system to assure timely repair and maintenance service delivery; prepares specifications and request for proposals for work to be done by vendors
- Assures landscape maintenance of facilities aligned with seasonal needs, this includes but is not limited to grass maintenance, plantings, snow removal, and cleaning debris from exterior areas
- Maintains vehicle fleet including the Library on Wheel and assures they are in good working order and have proper safety checks and inspections
- Utilizes work order software to manage assignments to track and report departmental performance

Installation/Maintenance/Facility Inspections
- Manages 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
- Manages the safe and efficient operation of all building mechanical, plumbing, and control systems including the associated utility distribution networks
- Ensures all mechanical (including high pressure steam and chilled water) and plumbing distribution systems, building utilities, environmental control systems, and equipment are maintained and operating properly and in compliance with applicable building codes
- Is proficient and utilizes all building management software (i.e. Andover, Automated Logic) to manage mechanical systems and the building environment

- Reviews and evaluates electrical, mechanical, and plumbing specifications and drawings, as well as installations, ensuring system functionality, maintainability, and accessibility
- Ensures all building and mechanical system inspections are completed in accordance with scheduled requirements including elevator inspections, fire/safety equipment, and all facility systems as required by code/law
- Manages and/or responds to emergency calls

Staff and Equipment/Maintenance Supervision
- Plans, directs, and supervises employees; reviews and checks employee's work, recommends hires, trains, disciplines 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
- Prepares, schedule and manages maintenance activity assuring proper maintenance of facilities to assure clean, healthy, safe, and well-maintained library facilities
- Trains staff in proper procedures and job requirements

Supply
- Maintains an inventory control system and assures appropriate level of supplies are available for custodial and repair work

QUALIFICATIONS:

Required:

- Associates degree required. Bachelor's degree preferred.
- Minimum of three (3) years of supervisory experience including staff management required.
- Five (5) years of progressive experience managing facilities maintenance operations with three (3) years' experience with HVAC.
- Three (3) years' experience with building management software
- Must have valid driver's license.
- Union experience preferred.
- Knowledge of various maintenance trades, including carpentry, electrical, plumbing, and HVAC. Skilled in Building Management Systems maintenance. Mechanical aptitude. Ability to read and understand construction specifications and blueprints.
- Knowledge of the types and uses of equipment and materials used in maintenance and repair work, along with the safety practices and procedures. Knowledge of standard preventive maintenance procedures for building structures. Knowledge of building inspections, grounds, building systems, heating plants, and life safety equipment.
- Ability to establish rapport and successfully work with constituents of various cultural and/or economic backgrounds.
- Must be proficient with computer systems; Strong literacy in Microsoft Office Suite (MS Word, Excel, PowerPoint)
- Ability to maintain accurate records. Ability to give precise oral and written instructions. Ability to exercise sound judgment, make decisions and act quickly in emergency situations.

Preferred:

- Andover systems and/or Automated Logic experience preferred.
- Certified Facility Manager (CFM), International Facilities Management Association (IFMA), Building Owners and Managers Association (BOMA) industry certifications, other Engineering, Business or technical training or certifications preferred.
- Facilities Management Certification and/or HVAC S-1 or S-3 and/or Automated Logic preferred.

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

Hartford Public Library is an Equal Opportunity Employer.