



## **Facilities Director**

The Facilities Director is responsible for overall management and oversight of Facilities operations and construction projects for Hartford Public Library. This includes but is not limited to: facilities planning, space management, maintenance, repairs, renovation, construction activities, landscaping, equipment maintenance, vehicle maintenance and operations for Hartford Public Library. The incumbent serves as advisor to the 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, 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), 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

### **Construction and Capital Projects**

- Responsible for library construction projects to ensure that facilities are built according to specifications
- Monitors project timelines, budget and scope. Works closely with all parties including but not limited to Architects, Construction Management firms and/or General Contractors, and the City to assure proper coordination of work
- 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 maintains appropriate facilities, equipment, and vehicle warranties, assists in the acquisition and disposition of facilities and equipment, and maintains all appropriate documentation

## **Staff Management**

- Responsible for the selection of all facility personnel, developing staff training, and evaluation of personnel addressing personnel matters with staff including discipline
- Accountable for supervision of facility department employees. Ensures that the Assistant Facilities Manager properly supervises and trains facility department employees and uses appropriate organizational software for managing schedules and time-off

### **Requirements:**

- Bachelor's Degree in Facilities, Mechanical or Electrical Engineering required
- Minimum of (7) years of experience in the facilities, maintenance of electrical, mechanical systems and/or construction management experience required
- 3 years' staff management experience 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 facility manager in his/her absence available 24/7, early morning, and evening hours may be required
- Requires valid CT Driver License

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **Facilities Director** in the subject line of your email.