

Hartford Public Library seeks a full time **Facilities Manager** with strong leadership, management and organizational skills to lead facilities operations. Hartford Public Library has 10 locations throughout the City of Hartford. The facilities department is responsible for custodial services, repairs, facilities maintenance, landscape maintenance, and capital construction projects. The ideal candidate will have a proven track record of organizing and streamlining facilities operations, implementing systems policies and procedures, and project management.

Requirements: Bachelor's degree, preferably in Facilities, Mechanical or Electrical Engineering. Five to seven years of management experience required. Full requirements, job description and application are available online at <http://hplct.org/about/job-openings> or Administrative Office, Hartford Public Library, 500 Main Street, Hartford, CT 06103. **A completed signed application must be received in order to be considered for this position.** Position open until filled.

Hartford Public Library requires a Criminal Background Check and Pre-employment Drug Testing on applicants who are selected as a finalist for the position. Applicants will be provided a copy of any positive drug test results. A criminal record does not necessarily eliminate you from employment with Hartford Public Library. Each conviction will be reviewed with respect to the offense, circumstances, seriousness and the position for which you apply. **E.O.E.**



Job Description

Position: Facilities Manager

Department: Maintenance

FLSA Classification: Exempt

Reports To: Chief Administrative
Officer

Supervises: Facilities staff

Created Date: 12/05/2014

Summary of Responsibility

The Facilities Manager is responsible for the management and oversight of operations for all Hartford Public Library facilities. Responsibilities include maintenance and repair of facilities, grounds maintenance, vehicle repair and maintenance, custodial services, construction project coordination and mechanical systems maintenance. This position enforces facilities policies and procedures, and ensures the highest level of service is provided by staff to all customers.

Essential Functions (these will pull into appraisal form)

Title and Description

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. 20 %

Repairs

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. 15 %

Systems

Oversee operation of electrical, HVAC, and plumbing systems; develops and implements preventive maintenance program for all systems and equipment; monitors physical condition of all facilities to ensure proper operations and/or make improvements. Develops and maintains documented procedures and schedule for all facilities maintenance. 15 %

Maintains filing system for all warranties and vendor service contracts for facilities department. Develops replacement plan for equipment, furniture and fixtures and maintenance needs and provides recommendations to Chief Administrative Officer for consideration.

Library Facilities

Responsible for the oversight, coordination and execution of facility repairs, renovation, and manages capital projects for library facilities. 15 %

Fleet Replacement Management

Responsible for fleet replacement management, maintenance, repairs, and inspections. 10 %

Budget

Prepares facilities department annual budget, works closely with Chief Administrative Officer and Finance Department in the development of facilities and fleet capital plan budgets. Manages departmental budget, procurement for goods and services for facilities. 10 %

Safety

Manages safety and emergency program; ensure compliance with health, fire, building codes, hazardous waste disposal, ADA and OSHA regulations. Responsible for maintenance and operation of fire alarm systems and fire protection systems. 10 %

Emergency and Safety

Collaborates with Security Manager to establish proper safety protocols for emergency situations at all library locations, documents procedures and works with Human Resources to develop and deliver appropriate training to Maintenance personnel for responses to emergencies. Works with Security Manager to coordinate and execute drills with internal and external partners coordinating two fire drills exercises per year and other emergency scenarios at least one time per year. Revises procedures and training as needed based out drill outcomes to improve safety of staff and customers. 5 %

Secondary Functions

Title and Definition

Weight

Mission

Positively reflects Hartford Public Library's mission, vision, and values to staff and the public. 0 %

Communication

Promotes an environment for staff growth and development. Maintains open communication with all staff. 0 %

Physical Plant Operation

Knowledge of all phases of physical plant operation, maintenance, repair, planning, scheduling, management, and administration of the plant, federal, state, local regulation safety practices; record keeping and report writing experience. 0 %

Technical Understanding

Technical knowledge and skills in working with air conditional and heating systems. 0 %

Construction and Safety

Knowledge and experience with state and local safety, fire, construction, and public access regulations experience; an understanding of blueprints and building codes; experience developing cost estimates and budgets. 0 %

Other duties as assigned.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Core Competencies

Title and Definition

Weight

Commitment

Challenges her/himself by taking on and solving critical business problems. Serves as a positive role model. Responds positively to organizational change. Transmits the HPL culture to colleagues and others throughout the organization. Helps others advance. Expects that obstacles will occur and refuses to use them as an excuse for not achieving results. Works independently, meeting reasonable deadlines, and accepting responsibility for his or her actions. 25 %

Community

Clarifies overarching client needs to his/her team. Manages to both internal and external clients. Approaches each customer issue/problem as an opportunity to build further customer loyalty. Fosters and maintains strong community relationships. 25 %

Future

Motivates others to translate new ideas and actions into results. Promotes innovation and is open to new ideas. Supports and manages change while remaining resilient. 25 %

Relationship Building

Knows and effectively communicates the organization's mission, vision and values. Solicits feedback from his/her team. Provides ongoing coaching and feedback to his/her team members. Demonstrates the value of diversity and inclusion. When conflict arises, successfully navigates the conversation to find solutions acceptable to all parties. Shares wins and successes. Defines success in terms of the whole team. Can be relied upon to follow through on commitments and promises. 25 %

Other Requirements

Title and Definition	Weight
Assess Ability to think quickly, assess a situation and make a sound decision.	0 %
Development Attends professional meetings, maintains active memberships in state, regional and national library associations; participates in activities of professional organizations.	0 %
Objective Ability to set clear objectives and measure and monitor process, progress and results.	0 %
Officials Ability to deal effectively with elected officials, and other public constituencies.	0 %
PMO Solid project management skills are required.	0 %
Relationships Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, and the public.	0 %
Service Ability to provide welcoming and effective customer service.	0 %
Skills Solid written and verbal communication, listening, organization and priority setting skills; detail oriented. Ability to create clear and concise reports, and to deliver them orally to a wide variety of audiences.	0 %
License Valid Drivers License is required.	0 %
Priorities Ability to work in a fast-paced environment and juggle multiple priorities.	0 %
Communicate Ability to communicate effectively, utilizing interpersonal skills to maintain effective relationships with employees, and all levels of management.	0 %
Schedule Ability to work a varied schedule inclusive of evenings and weekends.	0 %
MSO Required proficiency in Microsoft Office suite of products.	0 %
Mgmt. General management and organizational skills necessary to administer	0 %

a diverse department.

Qualifications and Competencies

Education Requirements

Degree / Diploma Obtained	Field of Study	
Bachelors	Engineering General	And / Or
Bachelors	Management	And / Or
Bachelors	Related Field	

Additional Education Requirements:

Facility Management Professional (FMP) certification is required, or the ability to acquire an FMP within 18 months of employment.

Physical Demands

Additional Info

Lifting of moderate to heavy material up to 75 lbs.

Ability to continuously bend, twist, stoop, reach and pull.

Ability to keep composure in everyday, potentially stressful situations.

Ability to meet a flexible work schedule, including evenings and weekends.

Available for 24 hr emergency call by telephone and/or cell phone.

Able to travel to all facilities within the city, during all weather conditions.

Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Exposure to inclement weather.

Exposure to potential hazardous chemical solutions.

Able to walk, sit and stand for extended periods of time.

Experience Requirements

Years of Experience

Type of Experience

Minimum of 5 years

of related experience

Three to five years

Supervisory experience

Employee Statement of Understanding

I have read and understand the contents of this job description, and agree to abide by Hartford Public Library policies, procedures and practices.

x _____ Date _____