

The Hamilton Public Library

Manager of Facilities

We are seeking an innovative, self directed, results-oriented professional who demonstrates a visionary and collaborative style. Reporting to the Director of Finance and Facilities, this position is primarily responsible for managing the Hamilton Public Library facilities. The facilities are rented, owned or subletted from the City. Hamilton Public Library Facilities staff report to City staff that report directly to this position. This position also provides support with capital planning, budgeting, reporting, and risk management services under the direction of the Director. The Manager in this position demonstrates leadership behaviours and actions consistent with Hamilton Public Library's Mission, Vision, Values and Strategic Plan.

Qualifications:

Bachelor's degree in a relevant field or equivalent combination of education and experience.

2-3 years experience in a supervisory role in a facilities management capacity with experience in building systems/building maintenance. Finance/ Accounting/ Budgeting experience is considered an asset.

Technical expertise related to construction engineering/ management (ie. Ability to review specifications such as CAD)

Experience with PeopleSoft and/or Archibus an asset

Demonstrated experience including:

- Leading, managing and coaching people
- Negotiating, managing conflict and solving problems
- Undertaking financial planning and developing budgets using financial management methods including program costing, budget forecasting and expense monitoring
- Project management experience with a demonstrated record of strong leadership and guidance, customer focus, technical competence, innovation, creativity, team advocacy, staff delegation, empowerment, and staff development.
- Ability to be persuasive, persistent, and press for results while maintaining healthy relationships with both internal and external parties.
- Strong organizational skills with the ability to effectively manage multiple projects and priorities at the same time while meeting deadlines
- Excellent communication skills with the ability to convey information to both expert and layman alike.

- Ability to act as a knowledgeable bridge, with the ability to advocate, collaborate with others, and keep stakeholders satisfied.
- Adhering to and promoting adherence to professional and ethical standards in a confidential environment
- Procuring materials including through the preparation of RFP (Request for Proposal) and other procurement documents
- Proficiency with computer applications including word processing, spreadsheet and presentation software, Internet browsers and information sharing technology
- Ensuring compliance with legislation such as the Occupational Health and Safety Act, National and Ontario Building Codes, Fire Protection and Prevention Act, Canadian Standards Association and other relevant standards and relevant industry policy statements for best practice, etcetera
- Full job description is available upon request.

Salary: \$83,157.43 to \$97,256.79 annual plus comprehensive benefits package.

Permanent full time – 35 hours per week

Start date – to be determined

Apply on or before September 5, 2016:

Please visit www.hpl.ca and proceed to employment opportunities
to apply through City of Hamilton recruiting site