



Freedom to Belong and Discover

Please send application to recruit@hpl.ca on or before 11:59pm on date of application closing. Please quote job title, department or location, and position number.

JOB TITLE:	Manager, Facilities and Security
PAY BAND:	Grade 6 (Non Union, Management) – \$105,333.77 to \$131,668.16 annually
POSITION STATUS:	Permanent Full Time
VACANCY STATUS:	New Position
POSITION #:	8693
LOCATION:	Central Library Branch with Travel to Library Branches as Required
START DATE:	July 1, 2026
SCHEDULE:	35 hours per week; evenings and weekends as required;

JOB SUMMARY:

We are seeking an innovative, self-directed, results-oriented leader who demonstrates a collaborative and forward-thinking approach. Reporting to the Director of Facilities and Sustainability, the Manager of Facilities and Security is responsible for the overall leadership and system-wide operational oversight of the Library’s facilities and security teams. They ensure our buildings, whether owned, leased, or operated in partnership, are maintained to the high standards of safety, accessibility and operational excellence. The role includes direct oversight of a Facilities Coordinator, Security Supervisor, a Security Lead Hand and a contracted security team, ensuring alignment with organizational values and service expectations.

The Manager of Facilities and Security also contributes to capital planning, budgeting, lifecycle management, reporting, and enterprise risk reduction. The successful candidate will model leadership behaviours consistent with the Hamilton Public Library’s Mission, Vision, Values, and Strategic Plan— championing safety, stewardship, accountability, and continuous improvement across all facility and security operations.

JOB DUTIES:

- Provide leadership and take an advisory role in building projects such as moves, modifications, renovations, building extensions and new facility planning.
- Serve as the primary point of contact for the Library's Senior Leadership Team on all facility-related matters. Act as the Library's advocate with internal and external partners to ensure facility needs, service levels and timelines are met.
- Ensure that all library building systems (including leased facilities) are operating safely, reliably and efficiently by developing a strategic and proactive maintenance program enabling enhanced mechanical, electrical and HVAC system performance in alignment with safety, sustainability and operational best practices.
- Direct, manage the long-range goals and oversee day-to-day direction of the Library Facilities team. Provide communication, coaching, and performance management; connect daily work to organizational strategy; and address staff relations in accordance with the Collective Agreement and sound management practice.
- Create a team environment which fosters and develops effective working relationships, high performance and proactively address any morale, cooperation, productivity and workflow challenges.
- Foster effective working relationships with City Facilities staff and other City departments to ensure Library operational needs, safety expectations, and service priorities are consistently represented and met.
- Liaise with Library stakeholders, branch managers, and contractors ensuring that program requirements and scope of work are accurate and in accordance with client needs. Prepare cost and project estimates based on approved scope of work.
- Responsible for efficient short and long-term maintenance of the facilities both from a library service perspective (ie. aesthetic appeal, clean & inviting spaces, effective branch layouts, etc.) and from a functional building perspective (roof, HVAC, windows, etc.). Maintenance of functional building elements are the City's responsibilities, but this position will be expected to work with City staff to ensure Library needs are being addressed.
- Ability to be persuasive, persistent, and press for results while maintaining positive relationships with both internal and external parties. Ability to act as a knowledgeable bridge, with the ability to advocate, collaborate with others, and keep stakeholders satisfied.
- Oversee and ensure security, fire alarm and all life safety systems are well

maintained and fully functioning at all locations. Analyze, review and make recommendations for current and future security settings in systems such as key strike, access control and CCTV camera systems.

- Provide leadership for the Library's Member Conduct and Suspension process, ensuring fair, transparent and consistent application of policies. Oversee incident review, incident management practices, and follow-up to support a safe and inclusive environment for members and staff.
- Develop and deliver risk driven prevention, detection and response programs that will ensure all Library staff, Members and assets are protected and that Library services remain safe and reliable
- Provide direct leadership and oversight of the Facilities Coordinator, ensuring day-to-day facilities activities are effectively planned, prioritized, and delivered. This includes setting expectations, providing coaching and performance feedback, establishing workflows and service standards, and ensuring facilities operations align with safety, accessibility, budget, and service objectives. The Manager remains accountable for decision-making, issue resolution, and the continuous improvement of facilities coordination and service delivery.
- Oversee the Security Supervisor and contracted security teams, ensuring best-in-class procedures, trauma-informed approaches, and strong integration with the Library's social services and member-support frameworks.
- Support the Director in developing and enhancing HPL's security program by drafting operational procedures, standardizing incident management practices, identifying operational risks and implementing consistent workflows across all branches. Contribute to the creation of security guidelines, training materials and operational playbooks that align with HPL's trauma-informed and customer centred approach.
- Monitor lease expiration dates and renewals, negotiate new lease rates, coordinate the renewal of leases and/or initiate new leases for Library facilities in conjunction with City of Hamilton Corporate Real Estate.
- Implement service contracts for library facilities, in collaboration with Corporate Facilities and Energy Management . Monitor, maintain and renew contracts as necessary
- Provide leadership, guidance and input on specifications for Request for Proposals, Request for Tenders, Request for Quotes, related to HPL Facilities and Security needs.
- Develop, implement, and maintain policies, procedures, and guidelines related to facilities, security, and building operations.
- Oversee Job Safety Analysis for staff in high-risk tasks. In coordination with Health and Safety, develop risk reduction/management processes and ensure

appropriate personal protective equipment is available used and maintained.

- Responsible for the development of orientation, training and work plans for staff in conjunction with Human Resources staff; encourage and support staff in learning and cross train staff for work flow efficiencies and vacation/sick time relief; provide additional training as needed; recommend external training and workshops as necessary to ensure that staff's skills and knowledge are updated and current.
- In collaboration with the Director assist with the planning, consolidation, detail and coordination of the annual operating and capital budgets in direct alignment with the Strategic Plan.
- In collaboration with the Director, monitor costs against budget, ensuring that variances are known and expenses are controlled; monitor reserves held by Library and budget accordingly to meet future needs.
- Oversee the work of the Coordinator, Facilities and Facilities Department in the research, purchase and arrange installation of furniture/carpeting, office equipment, general library supplies, office supplies and printed forms.
 - Actively participate in the Management Team, modelling organizational values and fostering a culture of safety, accountability, service excellence, and continuous improvement.
 - Collaborate with and provide solutions/support to the Senior Leadership Team to achieve strategic goals and objectives. Act as a change agent to positively encourage innovation and manage change.
 - Represent the Library / Director, Facilities and Sustainability on internal and external committees, working groups and interagency partnerships as requested.
 - Perform other duties as assigned which are directly related to the major responsibilities of the job.

MINIMUM QUALIFICATIONS:

Educational Requirements:

- Three (3) Year Bachelor's degree in field of study related to Building Sciences or Business Administration, other relevant fields or equivalent combination of education and experience may be considered.

Experience:

- Three (3) years' experience in a Manager/leadership role in a facilities management capacity with experience in building systems/building maintenance and Security

- Must have a valid driver's license with driving abstract satisfactory to the Employer; May require the use of personal vehicle.
- Extensive security experience; working knowledge of the Criminal Code of Canada, Trespass to Property Act and Public Works Protection Act Environmental and Occupational, Safety, Health & Risk Management policies and procedures
- Experience with Facilities Management software systems are considered an asset.
- Experience in GLAM sector or municipal work environments is an asset.
- Technical expertise related to construction engineering/ management (ie. Ability to review specifications such as CAD). Architectural background is considered an asset.
- Finance/ Accounting/ Budgeting experience is considered an asset as is experience with financial software systems
- 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.
 - Experience contributing to the development or refinement of security programs, procedures or operational standard in a public-facing environment.
 - 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 including but not limited to the Employment Standards Act, Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act, National and Ontario Building Codes, Fire Protection and Prevention Act, Trespass to Property Act, Personal Information Protection and Freedom of Information Acts (FIPPA/MFIPPA) Criminal Code of Canada, Human Rights Code, Canadian Standards Association and other relevant standards and relevant industry policy statements for best practice.

Physical Requirements:

Physical ability and stamina to operate relevant equipment, to retrieve materials and to perform tasks involving the lifting and movement of library materials and equipment.

Legislative Requirements:

Works in accordance with all applicable Occupational Health and Safety, Employment Standards, Human Rights, Labour Relations and Pay Equity legislation and all other relevant legislation.

Organizational Requirements:

Adheres to policy and legislation identified in the Hamilton Public Library Policy and Procedures Manuals.

HPL employees and users of HPL cloud-based applications are required to use Multi-Factor Authentication (MFA) as an essential measure to enhance the protection of HPL's technology assets. MFA augments technological security by requiring two steps for full authentication. Employees who do not have a Library-provided cellphone are expected to use their personal cellphone or internet connected device to satisfy the MFA requirement consistent with HPL policies and procedures.

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof. Please note that Artificial Intelligence (AI) may be used during the initial screening and recruitment process to assess and/or select candidates for recruitment and selection.

Applicants who are successful for a position will have a maximum of 72 hours to accept or decline an offer, barring unforeseen circumstances to be evaluated on a case-by-case basis, from the date of offer (excluding Sunday and Statutory Holidays).

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation