

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 either rented from outside external parties, owned, or subletted from the City.

The Hamilton Public Library has unionized Facilities Maintenance staff that report to a City Facilities Supervisor. The City Facilities Supervisor is their main point of contact and directs the day-to-day work of the Library Maintenance staff. The City Facilities Supervisor oversees their day-to-day duties. The Manager of Facilities works closely with the City Supervisor to set direction and plan for efficient use of Library Maintenance staff; oversees their work in a general sense and is involved in hiring decisions, goal setting and performance management.

The Library has a Security Supervisor which reports directly to the Manager of Facilities position. The Security Supervisor oversees a team of contracted security guards.

The Manager of Facilities 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.

Primary Responsibilities:

- Provide leadership and take an advisory role in building projects such as moves, modifications, renovations, building extensions and new building plans.
- Act as the main point of contact for the Library's Senior Leadership Team and Branch Managers as it relates to facility-related items. This position is also expected to be the Library's advocate in facility-related matters with internal and external organizations.
- Ensure that all library building systems (including leased facilities) are operating safely, at optimal efficiency for heating and cooling and that measures are in place to maintain and enhance our building systems' efficiencies safely and securely.

- In conjunction with the City Facilities Supervisors, plan, organize, manage performance, and direct the long-range goals of the Library Maintenance staff. Provide communication, feedback and coaching; highlight the connection between the Library's overall strategy and their day-to-day activities. Handle employee relations issues based on the expectations of the Collective Agreement and good management practice.
- Create a team environment which fosters and develops effective working relationships, high performance and proactively address any morale, cooperation and/or productivity issues.
- Work cooperatively and in conjunction with the City Facilities Supervisor and other City of Hamilton staff.
- Liaise with Library stakeholders, branch managers, and contractors ensuring that program requirements and scope of work is 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 healthy 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.
- 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 security settings in systems such as key strike and camera systems.
- Monitor lease expiration dates and renewals, negotiate new lease rates, coordinate the renewal of leases and/or initiate new leases for Library facilities.
- Implement service contracts for library facilities, in collaboration with City facilities staff. Monitor, maintain and renew contracts as necessary.

Provide input on specifications for Request for Proposals, Request for Tenders, Request for Quotes, related to Facilities.

- Develop appropriate policies, procedures and guidelines.
- Conduct Job Safety Analysis for staff in high risk positions, develop risk reduction/management processes and ensure appropriate personal protective equipment is available and used.
- Oversee 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.

Other Responsibilities

- 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 actual against budget, ensuring that variances are known and expenses are controlled; monitor reserves held by Library and budget accordingly to meet future needs.
- Research, purchase and arrange installation of furniture/carpeting, office equipment, general library supplies, office supplies and printed forms.
- Actively participate in the Management Team. Lead by example and demonstrate the organizational values in all personal behaviours.
- 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, Finance and Facilities on internal and external committees as requested.
- Perform other duties as assigned which are directly related to the major responsibilities of the job.

Qualifications:

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

2-3 years experience in a supervisory/leadership role in a facilities management capacity with experience in building systems/building maintenance. Experience with Archibus Facilities Management system is considered 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 PeopleSoft Financials.

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.
- Must have a valid driver's licence and may require the use of personal vehicle.

Salary: \$92,190.28 - \$107,820.44 annually

Permanent full time – 35 hours per week

- The deadline for this application is 11:59pm November 30, 2022
- Please visit hpl.ca/jobs to apply through the City of Hamilton recruiting site
- Candidates proceeding to the formal interview process will also be required to submit a minimum of three (3) references as well as copies of proof of key qualifications (i.e. degrees, certifications, licences, driving abstract)
- Submission of references also stands as consent to obtain reference checks, personal or background checks and personnel file information as the Hamilton Public Library may require in connection with your employment. We respect the confidentiality of applicants and check references near the final stages of the selection process.
- The successful candidate will have to provide original proof of a Criminal Record and Judicial Matters Check. It is understood that the various checks referred are for employment purposes only and you agree that you will not hold any party liable for the information given or received.
- By submitting a resume, you are declaring that the information contained is true and complete to your knowledge. You understand that a false

statement may disqualify you from employment or cause your dismissal. We thank all applicants who apply and advise that only those selected for an interview will be contacted.

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof.

Vaccine Verification – As a condition of employment you are required to provide proof that you are fully vaccinated or provide proof of valid exemption satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.

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.