



Job Description

Full-Time Head of Facilities

Job Summary:

Performs administrative and managerial work in coordinating, directing, and leading repair and upkeep of the library's buildings and grounds to ensure the safety, efficiency, and appearance of the facility. Works with architects, engineers, skilled trades, semi-skilled laborers, and outside contractors engaged in construction, renovation, maintenance, and repairs of buildings, structures, and equipment. Prepares and monitors the annual maintenance operating budget. Ensures that the library meets or exceeds all regulatory codes. Supervises custodial and security staff. Reports to the Assistant Director and Library Director.

Essential Job Functions:

- Assists in making personnel decisions for the library's custodial and security staff, including hiring, discipline, terminations, etc. Establishes procedures, assigns tasks, trains, supervises, and evaluates the performance of custodial and security staff. Ensures that day-to-day custodial duties, including program room set-up, are performed in accordance with safety procedures and regulations.
- Oversees the operation, maintenance, and care of all mechanical, structural, electrical, and building-related equipment. Develops and tracks a timetable to schedule planned maintenance of equipment and systems in accordance with maintenance contracts. Monitors and supervises work and/or provides technical direction to resolve facility deficiencies. Ensures that equipment complies with governmental regulations and codes.
- Oversees the safety, maintenance, cleaning, and repair of the library grounds, parking areas, and sidewalks, which may include contracting and supervising for snow removal, landscaping maintenance, and clean up.
- Inspects all interior and exterior buildings and grounds and equipment on a regular basis. Executes strategies to resolve issues. Recommends repair or replacement, as needed.
- Oversees purchasing of all necessary maintenance and repair supplies for the library. Organizes and maintains a tools and supplies inventory and ensures adequate supplies and equipment for efficient building operations.
- Monitors and maintains safety standards in accordance with OSHA regulations and other applicable safety requirements. Maintains and updates Safety Data Sheets (SDS) books. Insures a high standard of safety, environmental protection, and general cleanliness.
- Develops relationships with contractors and vendors, coordinates work, and inspects third-party labor to ensure high standards of performance, including code compliance. Supervises all buildings and grounds related contractual work. Builds positive working relationships with related Town of Wallingford departments.
- Responds to after-hours emergencies, including burglar and fire alarms.
- Produces reports regarding the state of buildings and grounds to the Library Director and Board of Managers Building and Grounds Committee on a quarterly basis.
- Serves as a member of the Library's Management Team. Heads the Library's Safety Committee.

- Reviews professional publications and participates in continuing education programs to keep informed of current trends, regulations, issues, techniques, equipment, and methods.
- Prepares and presents for approval annual operating budgets for building, maintenance, and custodial supplies, as well as capital projects. Monitors approved budgets against expenditures.
- Assists in developing and executing long-term capital improvement projects, including identifying, monitoring, and sequencing long-range capital improvement plans, obtaining estimates, developing specifications, developing bids for projects, and monitoring implementation of capital projects.

Required Knowledge, Skills, and Abilities:

- Associate's Degree or Certificate from an accredited trade school or technical college, or an equivalent combination of education and experience.
- Five years of progressively responsible experience in the facilities or project management field, including two years in a supervisory capacity with financial authority.
- Thorough knowledge of building systems, including, but not limited to, HVAC, electrical, mechanical, plumbing, automated building systems, emergency systems (fire, security, lighting, etc.). Knowledge of custodial operations and procedures.
- Ability to perform site inspections, recognize safety and security hazards, and correct or eliminate them.
- Ability to read and understand plans, diagrams, schematics, engineer drawings, blueprints, and CAD drawings.
- Ability to operate general office equipment, computer and communications equipment applicable to building systems.
- Working knowledge of bid specification and review; ability to prepare requests for quotes.
- Excellent abilities in time management, multi-tasking, planning, and adhering to strict deadlines.
- Strong interpersonal skills demonstrated by the ability to establish and build positive working relationships with internal and external parties.
- Working knowledge of all applicable federal, state, and local building, health, and fire codes, including OSHA and ICC building codes.
- Skilled in management and supervisory techniques. Ability to lead, plan, motivate, and supervise the work of the custodial and security staff.
- Ability to communicate clearly and work collaboratively with supervisors, library staff, contractors, and the general public.
- Licensed to operate a motor vehicle in Connecticut, in order to run errands and respond to building emergencies.
- Spanish language skills a plus.
- A commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Handle the physically demanding tasks of the position and to move freely throughout the building and grounds. Walking, standing, and climbing while performing maintenance or inspection duties.
- Perform strenuous physical work under poor weather conditions, including heat, cold, rain or snow.

- Ascend and descend ladders and stairs to service lights, wash windows, and clean the rooftop drain of debris; and to stoop, kneel, crouch, and crawl.
- Seize, hold, grasp, turn, or otherwise work with the hands.
- Must be able to lift and carry objects weighing up to 60 pounds, and push or pull heavier objects of up to 250 pounds with the use of trucks, carts, or dollies.

Hours:

37.5 hours per week: Monday-Friday, 7 am - 3 pm. Evening and weekend hours possible.

Benefits & Compensation:

- Salary range is \$85,000-\$95,000, depending on qualifications and experience
- 12 paid holidays, 4 personal days, and annual accrual of 20 vacation days
- Medical and dental insurance
- Life insurance for employee
- TIAA 403(b) retirement plan with 7% employer contribution after one year of service

Disclaimer: Nothing in this job description restricts the Wallingford Public Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the Wallingford Public Library's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

Wallingford Public Library's policy is to provide, in accordance with applicable law, equal employment opportunities to all employees and applicants without regard to race (including ethnic traits historically associated with race such as hair texture and protective hairstyles), color, religious creed, age, sex, pregnancy, marital status, national origin, ancestry, past or current mental or physical disability, genetic information, military or veteran status, sexual orientation, gender identity or expression, civil union status, status as a victim of domestic violence, or any other legally protected status.

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