

Coordinator, Facility Services, Permanent Full Time

SUMMARY OF DUTIES

Reporting to the Director, Facilities and Sustainability, co-ordinates and checks all maintenance and mechanical activities, meetings & events within the facility as well as project related work. Leads, directs and works with a staff team that will be responsible for providing a clean, healthy and safe environment for staff and members utilizing Hamilton Public Library.

GENERAL DUTIES

Acts as main point of contact for maintenance repair services for facility and sustainability related day to day or project related activities.

Acts as a main point of contact with the Hamilton Public Library ("HPL") facility maintenance workers and cleaners. Schedule and directs cleaning staff (internal or external work force); responsible for the administration of employee time sheets, absence forms etc. having it ready for Supervisors approval.

Responsible for site preparation for special events, liaises with other departments, City of Hamilton ("COH") partners and users; provide service to special rooms such as major boardrooms, meeting rooms, outside space i.e. courtyards, forecourt etc. Provide floor plans for events/ meetings ensuring capacities, Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Fire Code and other related regulations, ensuring all other Health & Safety requirements are met.

Co-ordinates and assist with the opening, closing, maintenance and projects related to all branches and departments within Hamilton Public Library.

Schedules, assigns, checks, inspects and receives work performed by contractors to ensure compliance, goods received as ordered and quality of the work order.

Request and review invoicing for work performed. Verify the invoicing is correct as per purchase orders or as billed and report discrepancies to the Facilities Management Supervisor and/or alternate.

Maintain wage data and for invoicing.



Provides functional guidance and direction to maintenance staff and contractors.

Performs general maintenance inspections, contract work inspections and project inspections at various sites or departments as required.

Build, maintain and monitor supply inventories as required for facility related items.

Create and request work orders for any incoming facility requests using work order software, cellular devices, emails and phone calls.

Co-ordinates various tasks for planned or unplanned vacancies, relocations, small moves, furniture disposal, or branch refresh's as well as any necessary turnover repairs to the empty office & floor space to ensure compliance with related policies.

Liaises with the Maintenance staff, department leads, Consultants and Contractors as required to coordinate activities or resolve complaints concerning any HPL facilities.

Review and allocate invoicing from facility or library related third party activities and verify against goods received, budget and request. Assist in any invoice processing task.

Audits Contractor performance and recommends improvements.

Obtains necessary quotes for various small jobs and repairs under the direction of the Director, Facilities and Sustainability.

Prepares documents such as, but not limited to Requests for Quotation, Requests for Proposal or Evaluation Reviews as required.

Follows up with Contractors for any outstanding work not completed within the specified time frame. Reports any deficiency or poor workmanship of Contractors to the Facilities Management Supervisor, Director, Facilities and Sustainability and/or Project Manager for follow up.

Assist the Facilities Management Supervisor and Director, Facilities and Sustainability in dealing with maintenance-related calls after office hours.



Completes the necessary paperwork for return of defective equipment or product to Supplier or Service Provider. Order & inventory supplies (i.e. equipment, uniforms, lights & cleaning supplies etc.).

Coordinate and communicate all major tasks required in the upkeep of the facility, janitorial tasks, when needed; i.e. clean washrooms; restock washrooms, floors, windows, dispose of garbage, vacuum, flags, lights, clean lenses, assemble and disassemble furniture, relocate or rearrange furniture & dusting etc.

Working with the City of Hamilton, Corporate Facilities, Energy Management Division, the Director, Facilities and Sustainability, and through the terms and conditions in the Service Level Agreement, ensure all HPL sites are meeting or exceeding all legislative and compliance requirements by collecting and confirming building testing, maintenance, and licensing requirements.

Works in accordance with the provisions of the Occupational Health and Safety Act and Regulations as well as all City of Hamilton corporate and Hamilton Public Library policies and procedures including but not limited to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

MINIMUM QUALIFICATIONS

Educational Requirements:

Three (3) year Building Environmental Systems Diploma or similar diploma in a related field or certificate program or Business Administration diploma with facilities-related experience.

Experience:

Three (3) years of previous building maintenance and mechanical experience related to heating, plumbing and electrical equipment normally acquired by a combination of education and relevant work experience.

Demonstrated analytical and mathematical skills gained through recognized Facility Management training and two years of post-secondary education in a related field preferred.



Mechanical aptitude, knowledge of heating, plumbing, electrical, air conditioning and computer systems, landscaping and gardening, carpentry, project management, contracting services and general maintenance.

Ability to communicate with technical specialists and to interpret technical drawings and specification documents an asset.

Thorough knowledge and understanding of statutes and regulations relating the Occupational Health and Safety Act of Ontario including its regulations including but not limited to WHMIS legislation, Occupational Health and Safety and Ontario *Human Rights Code* as it relates to the position.

Excellent organizational skills and time management skills, including the ability to co-ordinate different maintenance jobs staff requirements for regular and special services.

Team player with excellent verbal and written communication and customer service skills.

Must possess excellent decision making and problem-solving skills. Ability to multitask in stressful situations and work with minimum supervision.

Previous experience directing, leading and working with staff to foster a positive working environment and ensure compliance of work being completed by staff.

Must have experience in a computerized environment using Microsoft Office including Word, Excel, and Outlook required; able to create and maintain Excel worksheets and Word agendas and minutes. Previous knowledge of Archibus work order system would be an asset.

Familiar with and understand the IFMA (International Facility Management Association) 11 Core Competencies.

Previous experience operating a scissor lift and/or forklift an asset; already possess or willing to obtain necessary certification.

Must be able to work at heights. Having Working at Heights certification or able to successfully complete within three months in the position.

Must be able to lift to 50 lbs.



NOTE

Must possess and maintain a Class "G" Driver's License valid in the Province of Ontario and a point-free driving record and or record found to be satisfactory to the Hamilton Public Library and City of Hamilton.

COMPENSATION

\$87,622.08 to \$109,527.60, commensurate with experience.

Applying

- The deadline for this application is 11:59 P.M. on **August 18, 2024**.
- Please apply directly by emailing recruit@hpl.ca
- Candidates proceeding to the formal interview process will also be required to submit:
 - A minimum of three professional (3) references
 - Copies of proof of key qualifications (i.e. degrees, certifications)

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

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 during the recruitment process.

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.

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.

Please note that only those applicants selected for interview will be contacted.