



Position Announcement – FACILITIES MANAGER

August 13, 2019

Albany Public Library is seeking a dynamic, self-motivated, experienced professional for the position of Facilities Manager. The APL Facilities Manager will be responsible for review and development of the Library's maintenance and preventative programs including maintenance, repair, and building service work at seven library buildings and their grounds. The successful candidate will be expected to provide technical expertise regarding maintenance operations and facilities improvements, and to manage the development of contract specifications and the bidding process as it relates to building/grounds maintenance and improvement. Supervision is exercised over facilities foreman, building maintenance worker, and custodial workers. The Facilities Manager will report to the Executive Director and work closely with all levels of the Albany Public Library organization, and will also be a key member of the Library's leadership team.

Albany Public Library is an urban library serving a population of 98,000 in the Capital Region of New York State and has a publicly funded budget of \$9.6 million and a staff of approximately 92 FTE. The Library operates seven branch libraries included five LEED certified buildings.

MINIMUM QUALIFICATIONS:

- A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree or higher in engineering or a closely related field, and four years of experience in: the construction, operation and/or maintenance of buildings, including experience in estimating construction and building service costs; direction of installation or operation of mechanical equipment such as heating, air conditioning, power and light, etc.; maintenance of records such as specifications, bids, contracts, cost analysis, and plans; administration and inspection of the work performed by outside contractors in connection with maintenance and improvement of buildings; and scheduling and inspection of life-safety systems to ensure compliance. As well as three years of supervisory experience over building operations staff; OR
- B) Graduation from high school or possession of a high school equivalency diploma and 12 years of experience in the construction, operation and/or maintenance of buildings including experience as described in A) and three years of supervisory experience as described in A); OR
- C) An equivalent combination of training and experience as described by the limits of A) and B) above.

ADDITIONAL DESIRED QUALIFICATIONS: Experience with the operation and maintenance of computerized building management systems; knowledge of green building technologies and green practices regarding the maintenance of buildings and grounds; and familiarity with the operations, activities, and organization of public libraries.

SPECIAL NOTE: *A valid NYS Driver's License is required at the time of appointment and for the duration of employment.*

The salary for this position is \$68,000 – \$72,000 and includes an excellent benefit package. This is a provisional Civil Service appointment. Applications will be accepted until the position is filled.

Application review will begin on August 28, 2019. To apply send resume, letter of interest, and the names and contact information for three professional references to:

Marjorie K. Reinhart, Human Resources & Finance Manager
Albany Public Library, 161 Washington Avenue, Albany, NY 12210
reinhartm@albanypubliclibrary.org

Albany Public Library is an AA/EO institution and is committed to increasing diversity within its organization.