



Facilities Coordinator
70 Hours Biweekly
(Classification 7 Subject to Job Evaluation)

Halifax Public Libraries invites **INTERNAL** and **EXTERNAL** applications for the full-time position of **Facilities Coordinator**. The position is based at Halifax Central Library located at 5440 Spring Garden Road, Halifax with the opportunity to work from other branches as needed.

Halifax Public Libraries hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply and self-identify.

WHO WE ARE

Community is at the heart of all that Halifax Public Libraries undertakes. Comprised of 14 branch libraries, we serve the 400,000 citizens of Halifax with our collection of 1 million items and a wide range of programming. Halifax Public Libraries blends the best of traditional library services with innovative programs, spaces and technologies, attracting more than 3 million in-person visits each year.

OUR VISION FOR THIS ROLE

Under the general supervision of the Facilities and Technology Manager, you supervise the maintenance and facility operations of the Halifax Central Library. This facility was constructed in 2014 and is a LEED Gold facility. This facility is open evenings and weekends and you will be a designated contact for after-hours calls.

YOU

- ▶ Are a highly motivated individual that values customer service.
- ▶ Have strong interpersonal, organizational, and communication skills who uses creativity to solve problems.
- ▶ Possess sound judgement and take calculated risks to achieve strategic goals.

RESPONSIBILITIES

- ▶ Coordinate the maintenance and building operations of a 130,000 square foot urban library.
- ▶ Develop procedures for building operations cleaning and maintenance.
- ▶ Initiate and maintain relationships with internal and external departments and agencies for the purposes of building maintenance and repair. For example, HPL Finance and Facilities; HRM Facilities, Maintenance & Operations; and HRM Corporate Security.
- ▶ Supervise on-site contractors, ensure terms of service contracts are met and service levels are achieved.
- ▶ Monitor the branch budgets for equipment, maintenance, repairs, and cleaning.
- ▶ Monitor building systems, identify upcoming service requirements and make recommendations for building maintenance and repair.
- ▶ Conduct site inspections and monitor to ensure compliance with safety, regulatory, and environmental standards.
- ▶ Establish, maintain, and perform follow-up on facilities-related records.
- ▶ Other duties may be required and assigned.

DO YOU HAVE WHAT IT TAKES?**Education & Experience:**

- ▶ 2 year related post-secondary diploma plus 3 years of relevant experience in facilities and property management or building maintenance. An acceptable combination of education and experience will be considered.
- ▶ Related certifications such as Facilities Management Professional (FMP), Certified Facilities Manager (CFM), or related Bachelor's degree are considered assets.

Specific Knowledge & Technical Experience

- ▶ Experience initiating and maintaining strong working relationships with departments and agencies required
- ▶ Expertise in building operations and mechanical systems required
- ▶ Proficiency in Microsoft Office required
- ▶ Project Management experience an asset
- ▶ Experience working with technologies that support building maintenance an asset
- ▶ Ability to read and understand architectural, mechanical and or electrical drawings an asset
- ▶ Willingness to obtain Fall Protection and Aerial Lift training

(Please state whether the above application requirements are met in your resume and/or cover letter.)

CORE COMPETENCIES

Problem Solving and Decision Making, Communication Skills, Creativity / Innovation, Knowledge of Work, Technological Competence, Adaptability, Interpersonal / Group Skills, Leadership, Organizational Understanding and Global Thinking, Accountability / Dependability, Planning and Organizational Skills, Resource Management, Service Attitude, Respect for Diversity

This is a unionized position. Preference will be given to internal NSUPE Local 14 employees.

While subject to change in accordance with the collective agreement, the normal scheduled hours of work are:

Hours: 70 hours biweekly, full-time

Schedule:	Week 1:		Week 2:	
	Tuesday	8am-4pm	Sunday	8am-4pm
	Wednesday	8am-4pm	Monday	8am-4pm
	Thursday	8am-4pm	Tuesday	8am-4pm
	Friday	8am-4pm	Wednesday	8am-4pm
			Thursday	8am-4pm
			Friday	8am-4pm
	Week 3:		Week 4:	
	Tuesday	8am-4pm	Monday	8am-4pm
	Wednesday	8am-4pm	Tuesday	8am-4pm
	Thursday	8am-4pm	Wednesday	8am-4pm
	Friday	8am-4pm	Thursday	8am-4pm
	Saturday	8am-4pm	Friday	8am-4pm

Hourly Rate of Pay: \$24.54 – \$28.16 (Classification level 7, subject to Job Evaluation)

Posting Closing Date: Sunday, April 22, 2018

WHAT'S IN IT FOR YOU?

Generous benefit and pension package, Employee Assistance Program, paid vacation and purchased leave, paid orientation and training as well as career development opportunities.

IS THIS FOR YOU? WE WOULD LOVE TO HEAR FROM YOU.

Email your cover letter & resume quoting the competition number to the attention of:

Amy Bradley
Human Resources Coordinator
Halifax Public Libraries
Email: hplcareers@halifax.ca

Current Employees of Halifax Public Libraries: Please indicate **INTERNAL APPLICANT** in the subject line of your email application if you are a bargaining unit (NSUPE 14) member.

All appointments are conditional upon an acceptable criminal record check including a vulnerable sector search. More information and the required forms will be provided at an interview and are available at all Halifax Public Libraries branches, including our website www.halifaxpubliclibraries.ca

During the recruitment process, applicants have the right to request accommodation. Applicants invited to participate in an interview or other form of testing and who require accommodation, should discuss their needs when contacted for an interview and/or testing.

We thank you for your interest in employment with Halifax Public Libraries, however, only those candidates selected for an interview will be contacted.