



POSITION DESCRIPTION: Director of Property Management and Security
DEPARTMENT: Administration
SALARY GRADE: 11 (UPSEU)
FLSA: Exempt
EFFECTIVE: December 5, 2024

Position summary: The Director of Property Management and Security has operational responsibility for Russell Library’s buildings, grounds, capital equipment, and safety.

The incumbent is responsible for all aspects of Russell Library’s physical plant. In addition to oversight of routine maintenance, repair, and cleaning, the incumbent is expected to plan and implement renovations and construction as necessary to modernize Russell Library’s public facilities in order to meet emerging space and technology needs. The incumbent is responsible for establishing productive working relationships with vendors, securing quotes, reviewing contracts, and organizing the documentation necessary to meet municipal purchasing requirements. The incumbent acknowledges and accepts the library’s vision, mission and core values, respects the Library’s confidentiality policy and maintains the integrity of Russell Library.

The position is a part of the senior management team that drives the overall strategy for the organization and represents Russell Library on a local, regional, and national basis.

The incumbent has a working knowledge of grounds management, the Occupational, Safety, and Health Act (OSHA), as well as city and state building regulations. The incumbent will focus on the following areas: management, building operations, building improvements, safety and security.

Supervision received: Receives general direction from the Library Director; performs work with considerable independence. Establishes priorities within department, and consults with other department heads on matters that impact their areas of responsibility. Conducts site tours for Board Trustees and City of Middletown stakeholders for the purposes of short- and long-range planning.

Supervision exercised: Provides general supervision to assigned staff.

Essential Duties:

Management:

- Provide general supervision to assigned staff; provide staff with ongoing instructions and guidance.
- Establish procedures, assign tasks, and schedule staff to carry out the work.
- Monitor departmental budget; perform administrative record-keeping and recording, including financial and activity reports. Submit budget requests on an annual basis.
- Work collaboratively with the senior management team to integrate cross-departmental program activities and functions.

Building Operations:

- Oversee the maintenance, cleaning and repair of buildings and grounds to ensure the safety and appearance of facilities.
- Plan work according to activity, seasonal priority or preventive maintenance schedule.
- Regularly inspect buildings, grounds and operating equipment.
- Oversee installation and maintenance of operating equipment, HVAC system, computer network, and telephone system, and recommend payment when completed.
- Evaluate the safety and energy efficiency of buildings and equipment and arrange repair, replacement or protocols as warranted.

Building Improvements:

- Plan for near-term and long-range use of current and future Russell Library facilities and property.
- Develop near-term and long-range plans, objectives, and timelines for the Property Management and Security department.
- Modernize facilities and equipment according to current and future needs.
- Serve as liaison with architects, engineers, contractors and public officials on building repair, equipment replacement, renovations, and construction.
- Monitor work in progress for compliance with ruling contract, initiate cost savings and change orders, and review and recommend acceptance of completed work.

Safety and Security:

- Develop and administer security procedures for the public, employees and property.
- Coordinate with city and state departments and contracted services for fire safety, environmental protection, and personnel and building security.
- Document incidents and injuries that occur on Library premises, and follow through to mitigate risks.
- Respond to emergency situations, requiring residency within 20 minutes driving time.

Examples of incidental duties:

- Provide training and supervision to staff; establish work schedules and make work assignments; evaluate performance of staff and report on results of evaluations.
- Comply with municipal purchasing processes, particularly state contract pricing.
- Review, organize, and approve budgetary paperwork (contracts, quotes, estimates, invoices, receipts).
- Prepare statistical and narrative reports of some complexity, and prepare building schematics as needed.
- Coordinate with senior management and outside groups in use of library.
- Assign and have custody of tools and equipment.
- Perform other related duties as required.
- Examine professional publications and participate in training on work methods and safety precautions.

Qualifications

Minimum qualifications required:

The skills and knowledge required are graduation from a vocational technical school, or successful completion of an apprenticeship training program, and five years of progressively responsible experience in building maintenance or construction work, including three years of supervisory or lead maintenance experience, or any equivalent combination of education and skills which demonstrates possession of the required knowledge, skills, and abilities.

Specific requirements include:

- Demonstrated ability to supervise skilled building tradespeople, including electrical, painting, plumbing, and carpentry and have a working knowledge of HVAC systems.
- Skill delivering oral and written instructions and providing training to full- and part-time staff.
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for the Library's mission and commitment to working collaboratively with a management team of senior professionals.
- Solid judgment and apparent leadership skills.
- A team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment.
- An individual who is able to manage multiple projects simultaneously and thrive in a complex environment with multiple priorities.
- Strong analytical skills, basic business intuition, and common sense.
- Strong work ethic and computer proficiency.

Knowledge, skills, and abilities:

- Working knowledge of grounds maintenance and landscaping skills.
- Solid understanding of the work hazards, safety practices and federal and state laws relating to building and grounds maintenance repair work.
- Working knowledge of the Occupational, Safety and Health Act (OSHA).
- Working knowledge of city and state building regulations, building security, and public safety practices.
- Demonstrated ability to organize and maintain an operating budget for a department.
- Demonstrated ability to plan, organize and implement near-term and long-range building projects.
- Demonstrated ability to present oral and written reports in clear, concise and understandable form.
- Expert knowledge of department specific computer applications and a general knowledge of integrated software such as Microsoft Office and its applications including Word and Excel.
- Demonstrated ability to maintain effective working relationships with patrons, employees, and the public and to deal with persons courteously and tactfully.

License or certificate: A Connecticut Motor Vehicle Operator's license is required.

Physical, mental exertion/environmental conditions: Ability to perform strenuous physical work under adverse conditions, including but not limited to exposure to heat, cold, rain or snow; flooding of facilities; and above ground repair sites. Preventive safety measures must be observed. Considerable physical effort required in walking, standing and climbing while performing maintenance or inspection duties. Highway driving, including exposure to hazardous weather conditions, is occasional. Must be able to hear clearly (correctable to within normal limits), and to see (vision correctable to 20/20) far away and close up to drive and to distinguish colors.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.