



## INVITES CANDIDATES TO APPLY FOR: BUILDING & FACILITIES MANAGER

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The Town of Windsor introduces a great opportunity to become the town's Building and Facilities Manager. Connecticut's first town is strategically located on the beautiful Farmington and Connecticut Rivers between Hartford and Springfield, Massachusetts. Windsor is approximately 100 miles south of Boston and 100 miles north of New York City. The Town of Windsor is an organization made up of diverse individuals who are enthusiastic, creative, competent and trustworthy. We support and practice participatory management built on a foundation of an open exchange of information, shared decision-making and personal responsibility. We are committed to fulfilling our mission through use of best practices and quality service. The organization nurtures an environment that encourages risk-taking to foster creativity and continuous improvement.

### COMMUNITY PROFILE AND HISTORY



### Facts about Windsor

Population - 28,778  
 Square Miles - 31.1  
 Median Age - 40  
 Median Family Income - \$73,064  
 Minority Population - 35%  
 CIP Budget for Facility Projects - \$1-\$4 million  
 Facility Div. Budget \$1.1 million  
 Responsible for 15 major Town Buildings & several smaller facilities  
 495,000 Sq. Ft. of Town Buildings maintained by Facilities

### History

Windsor, Connecticut's first community, was launched in 1633 when settlers sailed from Plymouth Colony in Massachusetts to establish themselves at the confluence of the Farmington and Connecticut rivers. The Indians called this place Matianuck. The Reverend John Warham and 60 members of his congregation, arrived 2 years later and renamed the settlement Dorchester. A final name change to Windsor was decreed in 1637 by the Colony's General Court. The Town, named for Windsor, England, included land that is now parts of 20 other Connecticut towns.

### Windsor's Economy

Historically, Windsor's economy has been dominated by two pursuits: tobacco farming and brick making (since 1675). In its heyday, there were more than 40 brickyards in Windsor. The last one disappeared in the 1960's. The first tobacco crop was planted in 1640 with seeds brought to Connecticut from Virginia. While many acres still remain, much of its original land has been redeveloped for recreation purposes

or for today's modern office and corporate parks.

### Some Points of Attraction in Town

*Ellsworth Homestead*—Birth place of Oliver Ellsworth, member of the Second Continental Congress, a framer of the U.S. Constitution, author of the Judiciary Act of 1789, third Chief Justice of the U.S. Supreme Court, and Connecticut's first Senator.

*Flyer House*—Home of Windsor's Historical Society and oldest surviving frame dwelling from 1640.

*First Church in Windsor*— This is the Fourth Meetinghouse of the nations oldest Congregation Church society originally founded in Plymouth, England 1630.

*Northwest Park*— This 400 acre community recreation facility has more than 6 miles of marked trails, a maple sugar house, animal barn, Tobacco Museum and a modern Nature Center with interpretive programs for all age groups.

### Cultural & Recreational Facilities

Cultural pleasures include the Summer Wind Performing Arts Center, seasonal concerts on the Town Green, Town-wide fairs, two libraries and historical tours of period home and museums by the Historical Society. There are 27 recreation sites, over 1000 acres in total, offering a wide variety of leisure-time fun with 3 boat launches, biking, kayaking, canoeing, water sports, two public access golf courses, 4 swimming pools, 21 tennis courts and ball fields.

### Education Facilities

The Town has an Early Childhood center, 4 elementary schools, a Middle School and a High School. Windsor's internationally known private school is Loomis Chaffee School, a secondary school on a scenic campus overlooking the river.

### Transportation

Windsor is right next to Bradley International Airport and a number of interstate highways. Am-track has a station in Windsor.

## **Form of Government**

Windsor follows a Town Manager-Town Council form of government. The Town Manager acts as the Town's "chief executive officer," implementing the policies set by the Council and overseeing day-to-day operations. The Town Manager appoints all department/division heads including the Public Works Director. The Council is the Town's elected legislative body, with the responsibility of setting Town policies.

## **Public Works Department**

The Public Works Department manages and maintains the Town's infrastructure (roads, bridges, sidewalks, storm drainage systems), public works fleet, parks and public areas, landfill and Town Buildings. Public Works is also responsible for all new building construction or repairs for Town facilities. The Public Works Director manages the department through three division heads—Public Works Operations Manager, Landfill Manager, and Building & Facilities Manager. The Director appoints these division manager and all public works employees with the approval of the Town Manager.

## **Building & Facilities Manager—Job Description**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serve as staff to the Public Building Commission (PBC); provides technical advice to PBC, Town Manager and other Town staff; makes presentations to staff, boards, clients, building officials and civic groups as needed on building maintenance and construction.
- Consults with PBC, Town and Board of Education officials to determine functional and spatial requirements of new structures or renovations, and prepares information regarding design, specifications, materials, color, equipment, estimated costs and construction time.
- Conducts periodic comprehensive assessment of all town buildings and facilities, to include an inspection and report of the physical and mechanical systems of all town structures.
- Prepares bids and administers bid procedure for construction and building maintenance contracts; administers construction/maintenance contracts and conducts periodic on-site observation of work during construction or repair to monitor compliance with plans.
- Coordinates and evaluates the maintenance and repair of Town buildings and facilities, including heating plants, air conditioning equipment, plumbing, carpentry and electrical work, and the installation of mechanical equipment; designs and coordinates janitorial and preventive maintenance schedules for all related equipment and facilities with outside vendors.
- Assigns, facilitates and evaluates the work of building repair contractors; advises and personally assists workers as needed.
- Responds to town staff concerns regarding facility issues, determines appropriate plan of repair, and implements plan personally or through the use of outside vendors.
- Purchases operating and janitorial/building maintenance supplies; maintains an inventory of materials and supplies.
- Maintains and administers lease agreements between Town-owned buildings and tenants.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.



## **Public Works –Facilities Division Responsibilities**

The Public Works Facilities Division is responsible for the following Town Facilities:

- Windsor Town Hall
- Public Works Complex
- Public Safety Complex –Police & Fire
- 5 Fire Stations
- Windsor Public Library & Branch
- Windsor Child Day Care Facility
- Community Center –Recreational & Adult Day Care Facility
- Northwest Park Building Facilities
- Several leased facilities



The Building and Facilities Manager supervises an Assistant Building and Facilities Manager, and part-time clerical and custodial staff. In addition to assisting the Manager, the Assistant Building and Facilities Manager provides technical and production support for the Town Cable Access Channel.

The Building and Facilities Manager also assists the Recreation Department with maintenance of pools as needed and assists the Board of Education with their facilities as needed.

## **Characteristics of the Ideal Candidate**

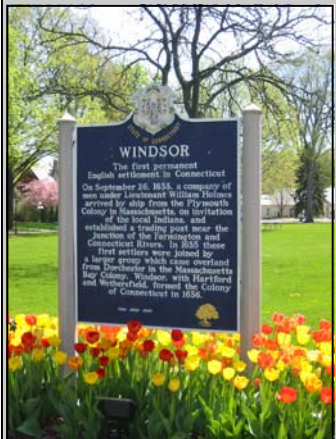
- Positive attitude, flexible, self starter who has a hands-on approach to facility management.
- Ability to lead and embrace change.
- Experience in project management and control, and capital planning and development.
- Ability to work constructively and interact with facility users in the management of their buildings.
- Ability to promote excellence from contractors and staff.
- Knowledge of building and fire code regulations.
- Demonstrated experience with purchasing processes including Bids and RFP's.
- Willingness to resolve facility problems in a timely manner.
- Ability to make public presentations to Public Building Commission, Town Council and facility users.
- Ability to develop and provide thorough written communications to policy makers regarding facility management issues.
- Develop and encourage new ideas, have the skills to analyze them, and the dedication to implement them.



### **Qualifications:**

Bachelor's degree in engineering or construction management or closely related field with five years experience in building construction, technology or maintenance; supplemented by some supervisory experience; or any equivalent combination of education and experience. Building Operators and NICET Certification desirable. Valid driver's license or ability to obtain one.

Thorough knowledge of building construction practices, tools and materials; thorough knowledge of bidding procedure and construction administration; thorough knowledge of the safety precautions common to building trades, maintenance and repair activities; considerable knowledge of facilities maintenance and repair; considerable knowledge of price trends or quality of materials and equipment; working knowledge of the operation and maintenance of heating, air conditioning and other mechanical building equipment. Skill and ability to read and interpret blueprints and drawings. Skill and ability to perform hands on repair of various facility components.



## Challenges and Opportunities

- Current projects include: renovations and addition to Hayden Station Firehouse; replacement of the heating system at the Poquonock Elementary School (conversion of steam heat to hot water); installation of geothermal HVAC system at Northwest Park Nature Center.
- Future projects may include: replacement of roof at two elementary schools; replacement of a storage facility for the public works department.
- Implement facility asset management program for Town Facilities.
- Develop lower cost methods for facility maintenance.
- Develop and implement use of sustainable technologies for facilities as appropriate.
- Preparing long term capital plans for town and school facilities. Working with design professionals in the development of cost estimates for such plans.
- The number of internal staff is limited, therefore the Manager has to work to control the cost and quality of work of outside contractors performing facility maintenance and repair activities.
- Analyze current methods and procedures of procurement of supplies and services.
- Challenges of working with diverse facility assets.



## Compensation and Application Process

The starting salary for this position is negotiable depending on qualifications & experience, with hiring range of \$80,000 to low \$90,000, with excellent benefits package, including:

- Defined Benefit Pension Plan
- Choice of two health plans with 15% employee premium share
- Paid vacation, sick and holiday leave
- Employer paid short and long term disability insurance
- Employer paid life insurance (spouse and dependent coverage optional)
- 457b deferred compensation plan

If you have the qualifications and characteristics we are looking for, and want to be considered for this position, please email your resume and cover letter with salary requirements to [personnel@townofwindsorct.com](mailto:personnel@townofwindsorct.com) or mail to: Windsor Human Resources Department, 275 Broad Street, Windsor, CT 06095 **AND** complete the online application at [www.townofwindsorct.com/humanresources/](http://www.townofwindsorct.com/humanresources/) by 5:00 p.m. on Monday April 5, 2010.

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