



## POSITION SPECIFICATION

**Assistant Director for Property Management & Maintenance**  
**Portland State University**  
[www.pdx.edu](http://www.pdx.edu)  
**Summer 2013**

**Portland State University Facilities and Property Management is seeking an  
Assistant Director for Property Management & Maintenance**

### **About Portland State University:**

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Portland State University (PSU) is an urban university and Oregon's largest - located in the heart of the vibrant city of Portland. PSU educates over 28,000 students and offers programs for Bachelor's, Master's, and Doctoral degrees.

PSU is an internationally recognized urban university known for excellence in student learning, innovative research, and community engagement. PSU contributes to the economic vitality, environmental sustainability, and quality of life in the Portland region and beyond. Employees describe Portland State University as a vibrant, diverse, progressive place to work and an environment that welcomes process improvement and innovation. See [www.pdx.edu](http://www.pdx.edu).

### **The Position:**

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The Assistant Director for Property Management & Maintenance is a newly created position that will provide leadership in managing operations, maintenance and administration of commercial tenant space in housing, mixed-use, and auxiliary buildings on the university's downtown Portland campus. This position reports to the Director of Facilities and Property Management.

The Assistant Director oversees the facility operations and maintenance, tenant lease management, budgeting and financial reporting for PSU-owned commercial property, auxiliary and mixed-use building activities. Facilities include: Fourth Avenue Building, Science Education Center, Urban Center and University Center Building (retail only), Unitus Building, Koinonia House, University Place Hotel, Smith Center Student Union, Student Housing, Parking and other related facilities. For those facilities with operations managers and staff, this position oversees the maintenance only, such as the hotel, housing, parking and other mixed-use buildings.

### **Operations & Maintenance:**

Work closely with university property managers to ensure that tenant maintenance and repair needs and PSU requirements are met; collaborate with these partners to oversee building maintenance and address repairs in a timely manner; comply with lessee contractual

requirements; respond to building emergencies; and meet code for fire/life safety, operations and maintenance.

**Lease Management:**

Provide management and direction in lease administration for the commercial tenants of university-owned or managed commercial property. Manage and provide direction to the external property management contractor(s) for the mixed-use and auxiliary buildings; serve as first point of contact for tenant liaisons regarding maintenance issues.

**Budget and Management Reports:**

Provide high-level financial oversight, in coordination with Finance and Accounting Services Team. Ensure proper and timely financial planning, budgeting and reporting for all commercial property management, leasing and housing activities. Provide information and assistance for planning and accommodating the management and expansion of University's mixed-use and auxiliary properties.

**Supervision and Management:**

Provide, through departmental supervisors, management of trades staff and contractors performing reactive service, preventative maintenance and construction work. The staff includes a number of full-time regular mechanical repair positions, temporary staff and student employees. Manage the hiring process for new recruits; recommend new hires, oversee orientation, performance evaluations, and identify training and education for staff.

**Cultural Competencies:**

Create an environment that acknowledges, encourages and celebrates differences and be able to communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds.

**Qualifications:**

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- At least five years of experience in a similar operations/maintenance environment.
- Experience in a supervisory role with demonstrated experience in managing staff effectively and positively.
- Bachelor's degree in management, business or a related field, or at least four years relevant experience.
- Familiarity with contemporary Building Automation Systems. The University utilizes primarily Siemens Building Automation Software and some Johnson Controls.
- Familiarity with computerized maintenance management systems.
- Demonstrated excellent customer service skills.
- Excellent writing and communication skills.
- Strong analytical skill and creative problem solving ability.
- Strong ability to build consensus among diverse, intercultural groups.
- Strong organizational skills and attention to detail and accuracy.

- Proficiency in using Microsoft Office products (Word, Excel, PowerPoint, etc.) and ability to quickly learn proprietary databases or programs.
- Ability to attend meetings off campus as appropriate.
- Applicant must successfully complete background check.
- Professional affiliations with building operations and maintenance organizations preferred.

**Procedure for Candidacy:**

Confidential review of applications will begin immediately and remain open until finalists are identified. Click the following link to apply and submit your CV/resume:



Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=details&jobOrderID=2609727>

**For nominations or further information:**

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*Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.*



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Summit offers organizations premier services with personalized service, impeccable process, and results that surpass client expectations. Summit employs passionate search professionals who know and believe in the organizations and talent we represent and are committed to placing the right candidate in the right job. Our focus is on CEO's; presidents; provosts; vice presidents; deans; chairs and directors of major service/academic units; as well as administration including advancement, finance, membership, technology, and human resources. Our mission is to facilitate the placement of top talent for mission driven organizations. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Michigan, and California.