



POSITION SPECIFICATION

Director of Facilities and Property Management Portland State University

www.pdx.edu

June 2014

About Portland State University:

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.

The Position:

The **Director of Facilities and Property Management** (FPM) has campus wide responsibility for managing the physical assets of the University and for assuring that these assets are well maintained, functional and appropriately serving the campus community. Facilities and Property Management is responsible for the operations and maintenance of campus buildings and grounds, including emergency response. Buildings are in operation 24 hours a day, 365 days a year. The Director is responsible for analysis of the condition of University assets and their useful life and makes recommendations for the allocation of resources.

Position Duties/Responsibilities

Campus Operations Management

- Oversee operations and maintenance of facilities and grounds with emphasis on health and safety and which includes all aspects of preventative, reactive, deferred and daily maintenance of campus property.
- Available to work 8am-5pm Monday through Friday with the ability, due to the nature of the role, to be on-call during evenings and weekends.
- Manages a team of approximately 10 managers, 40 classified staff including plumbers, electricians, HVAC technicians, locksmiths and landscape specialists and over 20 student employees.

- Manages the maintenance of a wide range of property types including classroom and office facilities, housing, parking and a hotel and oversees a contract with a property management firm for the management of commercial spaces on campus.
- Oversees management of two custodial contracts ensuring that excellent service is provided across campus and that hired firms meet expectations and contract obligations.
- Oversees administration of campus-wide work order center for response to requests for repairs, maintenance, alterations, comfort, environmental contamination, and other issues. Ensures that outstanding service is provided to the campus community.
- Monitors the quality of all operations and maintenance work and the effective management of all financials and material resources. Makes regular observations of the appearance and quality of campus, infrastructure and grounds and makes continuous improvements.
- Ensures that in-house emergency response team is prepared to mobilize effectively for emergencies on campus to ensure the health and welfare of campus community is maintained at all times.
- Ensures that code required responsibilities are conducted appropriately and on time.

Sustainable Practice Promotion

- In support of PSU's major sustainability initiative, oversees sustainable practices in all aspects of property management, including operations, administration, technology, construction, and maintenance.

Personnel Management and Supervisory Responsibilities

- Manages employee services for a diverse workforce, including recruiting, orienting, training, employee relations, coaching and performance management.
- Directs, hires, trains and evaluates a diverse team of professional administrators and skilled trades staff in support of the University's mission.

Budgeting & Reporting

- Effectively manages and allocates an over \$10 million department budget to maximize the impact of financial resources.
- Facilitates a budget advisory committee that makes decisions on the allocation of capital improvement funds.
- Develops annual budget, track budget carefully monthly, adjust budget throughout the year as appropriate and present department finances to upper administration at least quarterly.
- Analyzes information and data on campus facility needs, operating costs, and data about peer universities to make informed operational decisions and to present information to upper administration.

Committees, Work Teams & Outreach

- Participates in cross-functional work teams, committees and other campus focus groups. Outreach liaison to other universities in Portland and Oregon, and participate in PCAPPA.

Required Key Cultural Competencies and Professional Standards of Conduct

- Creates an environment that acknowledges, encourages and celebrates differences.
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.
- Adheres to all PSU's policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct. www.pdx.edu/hr/professional-standards-conduct
- Conducts himself/herself in a professional manner which maintains a safe, respectful, and productive environment for faculty, students, administrators, and staff.

Qualifications

- Bachelor's degree or equivalent required in Engineering, Architecture, Business or related field. Master's degree in related field preferred, such as Business Administration, Public Administration, or Civil/Environmental Engineering.
- Experience managing large teams of employees required; Union experience preferred.
- Five to ten years as a facility or plant operations manager (10 years required for applicants without a bachelor's degree); higher education industry management experience preferred.
- Familiarity and a minimum five years of experience in the operation of HVAC, plumbing, electrical, roofing systems as well as in the installation and maintenance of exterior (including roofing and grounds) and interior finishes.
- Preferred experience with the development and management of complex multi-million dollar operating budgets with minimum prior budgetary authority of at least \$1 million.
- Experience in managing contracted facility maintenance services.
- Demonstrated leadership experience with the ability to motivate and inspire others.
- Experience and comfort with giving presentations to large groups of people and to senior management.
- Effective written, verbal and interpersonal communication skills.
- Experience with Microsoft Office suite and high functioning abilities with Excel required.
- Experience with facilities management software and scheduling programs preferred.
- Experience with Oregon Administrative Rules, Oregon Revised Statutes, Oregon and Portland building code and related federal regulations preferred.
- Must successfully complete a criminal background check required.

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:

[Apply Now](#)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=3844966&portalID=5652>

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Portland State University supports equal opportunity in admissions, education, employment, housing, and use of facilities by prohibiting discrimination in those areas based on age, color, disability, marital status, national origin, race, religion or creed, sex or gender, gender identity or gender expression, sexual orientation, veteran status, or any other basis in law.



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Portland, Oregon

Whether you see Portland, Oregon, as a small town with a big-city feel or a big city that feels like a small town, it is a cool place to live. Located on the banks of the Willamette River only 90 minutes from snow-capped peaks and the Pacific Ocean, you might not realize Portland's bustling downtown and waterfront are the heart of a metropolitan region with more than 2 million people. Twelve bridges span a wide elbow of the Willamette River, connecting the east and west sides of town. Throughout the metro area are thriving neighborhoods filled with restaurants, record shops, bars, funky clothing stores, antique malls and art galleries. Portland also has an abundance of movie theaters (some even serve beer and pizza), new and used bookstores (including Powell's, the largest bookstore west of the Mississippi), coffee shops and clubs.

Within walking distance of the PSU campus is the world-class Portland Art Museum, the Oregon Historical Society, a performing arts complex and a concert hall. For the sports-minded, Portland has its own NBA team (the Trail Blazers) as well as minor-league baseball, hockey and soccer teams. Outdoorsy types love Forest Park, the largest city park in the nation, with 5,000 acres of hiking and biking trails, a zoo, public gardens and beautiful old-growth woods. And all of this is connected by one of the world's leading public transportation systems, a combination of buses, streetcars, and light-rail trains, making the entire metro area only a couple stops away.

If you like day trips, a short drive in any direction will lead you to some of the most breathtaking scenery in the world: mountains, seashore, river gorge and desert.

Interesting facts:

- Tax-free shopping
- Oregon is the second most popular state to move to with 61% inbound migration. ([*quoted from Forbes*](#))

For more information on Portland, Oregon:

Travel Portland: <http://www.travelportland.com/things-to-do/>

Portland Business Alliance: <http://portlandalliance.com/>

Portland Parks and Recreation: <https://www.portlandoregon.gov/parks/35300>

City of Portland: <https://www.portlandoregon.gov/>

On clear days, the Cascade Range volcanoes Mount Hood and Mount St. Helens loom on the Portland horizon. Both snowcapped peaks are just a short drive from the city.

Stretching above 11,000 feet, Mount Hood is Oregon's highest point. It's a downhill and cross-country skiers' paradise and summer training home for the US Olympic ski team with its year-round snow. During the spring and summer, campers pitch their tents on glassy mountain lakes along the Pacific Crest Trail.

If it's ocean you're looking for, the Oregon Coast is a year-round playground for adventure-seekers and beachcombers alike. Along the scenic coast Highway 101 you'll find quaint beach towns and wind-wracked headlands hundreds of feet above the crashing Pacific, and miles of unpeopled beach. Wild flowers grow atop massive cliffs, and eons of wind and angry waves have carved giant boulders into caves and lovely cathedral-esque hollows. Bring your wetsuit and surf or sea kayak among the sea lions instead of the crowds.