

Portland State University
Portland, Oregon

Position Profile

Director of Facilities and Property Management
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Prepared by:
Summit Search Solutions, Inc.



Portland State
UNIVERSITY

www.pdx.edu

THE INSTITUTION

About Portland State University

Portland State University (PSU) is Oregon's urban research university recognized for excellence in sustainability and community engagement, and is located in the heart of downtown Portland. The campus motto is "Let Knowledge Serve the City." Portland State offers more than 200 degrees with opportunities to work with businesses, schools and organizations on real-world projects and enrolls over 29,000 students from every state in the nation and more than 84 foreign countries. As the state's only urban public university, Portland State provides comprehensive undergraduate and graduate education as well as professional education to thousands of Oregonians who want to update their skills or change careers, and applies research to problems of interest to the city, region, and global society. Portland State is renowned for innovative academic programs and excellence, particularly in fields related to urban and public affairs; business administration; science, technology, and sustainability; that combine student learning, research, and community engagement. The University was hailed by The Princeton Review as one of the best colleges and universities in the United States for 2015, and ranked as one of the nation's "Top 10 Up-and-Coming" universities, three years in a row, by U.S. News & World Report in its "Best Colleges" 2015 edition. The university has platinum status from the League of American Bicyclists, one of only four schools in the nation to receive platinum status. In 2016, the university has been ranked among the top 10 "Most Innovative" universities in the nation, and is ranked in the top 15 "Cool Schools" for sustainability practices by Sierra Club, the highest ranking school in Oregon. The university currently has eight LEED certified buildings and that number will increase to 13 by 2018. For more information, see: www.pdx.edu



THE OPPORTUNITY

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 serve the campus community. Facilities and Property Management is responsible for the operations and maintenance of all campus buildings and grounds, commercial lease administration, and facility related emergency response. The campus is located in downtown Portland and operates 24 hours a day, 365 days a year. The Director is responsible for analyzing the condition of University assets and making recommendations for the allocation of resources, creating an environment where both reactive and preventative maintenance are deemed vital by all employees, and for ensuring that excellent customer service is paramount.

POSITION DUTIES/RESPONSIBILITIES:

Campus Operations Management

- Oversees operations and maintenance of facilities and grounds which includes all aspects of preventative, reactive and daily maintenance of campus property.
- Manages the maintenance of a wide range of properties including classroom and office facilities, housing, parking and a hotel.
- Oversees a contract with a property management firm for the management of commercial spaces and buildings with shared ownership on campus, and manages the administration of over 30 commercial leases on and off campus.
- Oversees management of two custodial contracts ensuring that excellent service is provided across campus and that custodial contractors meet expectations and contract obligations.
- Oversees administration of the campus-wide work control center that manages requests for repairs, maintenance, alterations, environmental contamination, and other issues.
- Ensures that outstanding customer service is provided to the campus community by the Facilities department.
- Makes continuous improvements to the appearance and quality of campus, infrastructure and grounds.
- Ensures that facilities personnel are prepared to mobilize effectively for facilities related emergencies on campus and that the health and welfare of the campus community is maintained at all times.
- Ensures that code required responsibilities are conducted appropriately and on time.
- Is available to work approximately 8am-5pm Monday through Friday with the ability, due to the nature of the role, to be on-call during evenings and weekends.

Sustainable Practice Promotion

- In support of PSU's sustainability goals, oversees sustainable practices in all aspects of facilities and property management including operations, administration, technology, construction, and maintenance.
- Works with campus partners to create 'Living Laboratory' projects that foster innovation and the creation and implementation of sustainable programs and practices.

Personnel Management and Supervisory

- Manages a team of approximately 12 managers, 55 classified staff including plumbers, electricians, HVAC technicians, locksmiths, landscape specialists, a customer service team, a property management team, an IT system administration team and over 40 student employees.
- Manages a diverse workforce and has oversight of recruitment training, mentoring, employee relations, and performance management.
- Champions the professional development and advancement of the workforce.

Budgeting & Reporting

- Effectively manages and allocates a budget of over \$20 million to maximize the impact of financial resources.
- Develops tracks and adjusts budgets throughout the year as appropriate and presents department finances to Associate Vice President quarterly.
- Analyzes information and data on campus facility needs, operating costs, and data from peer institutions in order to make informed operational decisions.

Committees, Work Teams & Outreach

- Participates in cross-functional work teams, committees and other campus focus groups.
- Liaises with other colleges and universities in Portland and Oregon, and participates in PCAPPA and other professional organizations.

QUALIFICATIONS:

- Ten years managing large teams in an operational environment; labor union experience preferred.
- Five years managing multiple properties or facilities; higher education industry management experience preferred.
- Bachelor's degree in Engineering, Architecture, Business or related field, or five additional years of facility management experience in lieu of a Bachelor's degree. Master's degree in related field preferred, such as Business Administration, Public Administration, or Civil/Environmental Engineering.
- 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.
- Demonstrated leadership experience with the ability to motivate and inspire others and ensure that employees are highly engaged with their work required.
- Experience and comfort with giving presentations to large groups of people and to senior management required.
- Excellent and effective written, verbal and interpersonal communication skills required.
- Experience with Microsoft Office suite and high functioning abilities with Excel required.
- Experience with the development and management of complex multi-million dollar operating budgets with minimum prior budgetary authority of at least \$1 million preferred.
- Experience managing contracted facility maintenance or custodial services preferred.
- Experience with facilities management software and scheduling programs preferred.
- Experience with Oregon and Portland building code and title three of the Americans with Disabilities Act preferred.
- Must successfully complete a criminal background check.

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.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until finalists are identified. Please submit CV/resume and cover letter upon application. Click here to apply: [Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=8145270&portalID=5652>

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Portland State University is an Affirmative Action, Equal Opportunity institution and welcomes applications from all diverse candidates, including, among others, protected veterans and individuals with disabilities.

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. This policy implements state and federal laws. Inquiries about it should be directed to the Office of Equity and Compliance, 1600 SW 4th Avenue, Suite 830, Portland, OR 97201, 503-725-5919, or via email to: diversity@pdx.edu.

If, because of an impairment or disability, you need accommodation during any part of the employment process, please contact Human Resources at 503-725-4926 or via email: askhr@pdx.edu.



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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, the Portland area has its own NBA team (the Trail Blazers) and a major league soccer team (the Timbers) as well as minor-league baseball and hockey teams. Outdoorsy types love Forest Parks, 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.

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, all of which is accessible to the public by law. 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.