

Portland State University
Portland, Oregon

Position Profile

Assistant Director Operations and Maintenance
June 2018

In partnership with Summit Search Solutions, Inc.



Portland State
UNIVERSITY

www.pdx.edu

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 27,000 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. Portland State's 50-acre downtown campus is located in the heart of one of America's most vibrant centers of culture, business, and technology. See www.pdx.edu.

Facilities and Property Management (FPM) serves all members of the Portland State University (PSU) community. FPM takes a tremendous amount of pride providing an appealing campus environment in a professional and friendly fashion. The facilities and grounds at PSU consist of over 5 million square feet of facilities and approximately 50 acres of grounds and are the university's largest asset. FPM is charged with the stewardship of this asset which contributes to attracting and retaining students, faculty, and staff. The department staff works together as a dedicated team to create and maintain a superior and vibrant urban campus learning environment.

The Position

Portland State University Facilities and Property Management (FPM) is seeking an Assistant Director to fill a dynamic position that directs the mechanical, electrical, custodial, landscape and general building maintenance operations on its downtown campus of educational, housing, and auxiliary facilities and accompanying green spaces. The person in this position is responsible for the oversight of personnel, budget, and strategy for the operations and maintenance team within the department. This position reports to the Director of Facilities and Property Management.

The Assistant Director will oversee preventative and reactive maintenance activities to ensure reliable service and appropriate asset preservation for approximately 5M gross square feet of occupied facilities. The Assistant Director will ensure appropriate records are kept of preventative, reactive, and deferred maintenance activities for PSU facilities, including but not limited to mechanical, electrical, and building envelope in PSU's integrated work management system (AiM by AssetWorks). S/he will develop, in coordination with the project managers, specifications and contracts for deferred maintenance projects involving outside contractors and will ensure that projects are implemented and completed on time and within budget.

Direct reports include: Systems Services Manager, Electrical Manager, Energy and Utilities Manager, Building Maintenance Manager, and Facilities Maintenance Program Technician.

Note: The person in this position must have the ability to be on call and report to campus after hours or on weekends, as necessary, to address emergencies, inclement weather issues, or other campus events requiring facilities support.

Qualifications and Experience

Minimum requirements:

- At least 10 years of experience in a similar operations/maintenance environment.
- At least five years in leadership role with demonstrated experience in managing staff effectively and positively.
- Bachelor's degree in management, business or a related field, or equivalent experience.
- Familiarity with modern building automation systems. The University utilizes primarily Siemens Building Automation Software and some other proprietary controls systems.
- Familiarity with computerized maintenance management systems.
- Familiarity with best practices in grounds maintenance.
- Familiarity with custodial best practices.
- 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.

Preferred qualifications:

- Budgeting experience.
- Management experience in a union environment.
- Professional affiliations with building operations and maintenance organizations.
- Professional certification in APPA as CEFP.
- Graduate degree in business administration, public administration or related field, or bachelor's degree with Certification in facility management, plant operations or closely related field.
- Preference given to candidates with related public-sector experience.

Special working conditions:

- Typical office environment with computer terminals, printers, multi-line telephones, fax machines, and copy machines.
- Ability to perform repetitive hand/wrist/arm movements.
- Ability to stand for extended periods of time.
- Ability to stoop, bend, lift, push, and carry items on a daily basis.
- Ability to frequently lift up to 50 pounds.
- Ability to frequently lift up to 20 pounds overhead.
- Ability and licensing to use a motorized vehicle on public right of way and city streets.
- Ability to work evenings, nights, and/or weekends.
- Ability to be on-call regularly.
- Ability to work at satellite locations off-campus.
- Occasional exposure to hazardous materials, chemicals, pesticides, asbestos.
- Occasional exposure to emotional customers.

- Exposure to inclement weather conditions.
- Occasional high work from scaffolds, swing stages, lift trucks, and extension ladders.
- Other duties as assigned; may include snow and water removal or other weather or natural damage to campus.

Key cultural competencies:

- 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.

Why consider the opportunity:

- The University is an interesting and fulfilling place to work with diverse, happy, and engaged people.
- Exceptional benefits package.
- Long-term job stability.
- Robust tuition discount program.
- Professional development highly encouraged. Specialized training and education available at no cost.
- No travel required.

Inquiries, Nominations and Applications

Confidential review of applications will begin immediately and continue until the position is filled. Click the following to apply and submit your resume and a letter of interest that addresses your reasons for being interested in this role.

[Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=11069324&portalID=5652>

For nominations or further information:

Caitlin Hummel

Senior Consultant
Summit Search Solutions, Inc.
Direct: 585-598-3269
chummel@summitsearchsolutions.com

Stephanie Fowler

Search Consultant
Summit Search Solutions, Inc.
Direct: 530-677-9945
sfowler@summitsearchsolutions.com

PSU is an affirmative action/equal opportunity employer, and seeks candidates who are committed to the highest standards of scholarship and professional activities and a campus climate that supports equality, diversity and inclusion.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including Arizona, California, New York, North Carolina, and Oregon.



About Portland

Big city excitement and small-town charm make Portland, known as "the City of Roses" one of the most popular cities on the west coast. Situated approximately 70 miles from the Pacific Ocean where the Columbia and Willamette Rivers meet, Portland enjoys a magnificent setting, combining sparkling waterways with lush greenery rarely found in urban settings. Portland is home to approximately 610,000 residents and the population of the surrounding metropolitan area is approximately 2.35 million. Portland is widely recognized in national surveys and rankings as one of America's most livable cities. For more information about Portland, see: <https://www.travelportland.com/>

Portland's historic old town, many galleries and museums, Saturday Market, Waterfront Park and an abundance of fine restaurants keep residents and visitors busy and satisfied. The performing arts in the area offer classical music, jazz and blues as well as theater and dance. Portland is just a short distance from the spectacular Columbia Gorge and Multnomah Falls, windsurfing at Hood River, valley wineries, skiing at Mt. Hood, and the drama of the Oregon coast.

Portland is known for its extensive park system of more than 200 parks. These encompass such areas as the elm shaded South Park Blocks in the downtown area and Washington Park, home of the Rose Gardens and the Japanese Gardens. Portland's Forest Park, at nearly 5,000 acres, is the largest park within a city in the U.S. and has nearly 50 miles of walking trails.

Portland's award-winning mass transit system is one of the most extensive and advanced in the U.S. and includes buses and the MAX, an urban light rail line, as well as a downtown transit mall.



Listen to live music on the Park Blocks. Eat some ridiculously good take-out from a food cart. Stroll or bike down to Powell's City of Books or Voodoo Doughnuts. Sign up for a whitewater raft trip. Life at PSU is an adventure.