

Portland State University
Portland, Oregon

Position Profile

Building Automation Systems Manager

January 2019

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

The Building Automation Systems Manager reports to the Assistant Director of Operations and Maintenance and supervises a team of highly skilled trades personnel who specialize in the installation, maintenance, and repair of Building Automation Systems' serving Portland State University's approximately 5 million square feet of classrooms, laboratories, offices, auditoriums, gymnasiums, health clinics, restrooms, private rooms in residence halls, and apartments. With an annual operating budget of over \$500,000 - this position will provide oversight for budget performance, work plans, and performance requirements.

Supervision and Management:

- Plans, schedules, and approves work assignments; follows up with employees to ensure that work assignments are completed on schedule and on budget.
- Ensures that adequate staffing levels are available to complete projects within set timeframes and to respond to campus emergencies as needed at any time.
- Manages staff performance and sets priorities for the team based on daily work fluctuations and long-range goals for energy management and sustainability.
- Ensures that managerial administrative paperwork is generated and completed in a timely manner, i.e. time cards, performance appraisals, change of status requests, etc.
- Ensures that all PSU/FPM Policies and Procedures, Standard Operating Procedures, are adhered to by staff for safety, security, and legal requirements.

Capital Project Integration:

- Oversees and performs research and development, analysis, and implementation of capital construction projects as specifically designed, in coordination with project manager, to improve the efficient use of energy resources on campus.
- Is responsible for defining and directing energy projects from inception through the required post-construction energy assessment period. This includes scheduling, departmental coordination, project modification strategies, public notifications, budget tracking, contract negotiations, commissioning, and startup of new building systems.

- Assists capital construction project managers with paperwork related to LEED reporting and Energy Trust of Oregon rebates. In addition, the position manages an annual budget allotment for energy projects and studies.
- Works with the Finance and Administration Energy Working Group to develop internal and external budgeting strategies to support the implementation of resource conservation projects.
- Develops strategic partnerships to leverage utility conservation savings for future investments.

Utility and Energy Analysis, Development and Monitoring:

- Systematically optimizes energy performance on campus by overseeing technical surveys and energy audits of the campus assets to identify improvements, establishing a retro-commissioning process and scheduling for existing buildings, and maintaining a database of prioritized energy efficiency projects on campus.
- Oversees goals and strategies related to energy efficiency and renewable energy in the Building Section of the Climate Action Plan. Plays a lead role in various teams and committees that facilitate and achieve energy efficiency and conservation goals and supports Finance and Administration with the development and implementation of new and existing energy efficiency goals, policies, plant operational practices, and development of strategic energy plans for the campus.
- Works with local utilities companies to ensure adequate capacity for current and future needs.

Resource and Education Management:

- Enhances campus-wide education initiatives for employees and students in collaboration with the Planning, Construction and Real Estate departments, and other campus units.
- Evaluates data to develop energy conservation strategies related to behavior change, education, and standard operating procedures. These may include real-time energy dashboards, energy competitions, or signage improvements.
- Ensures the efficient generation and consumption of utilities and manages and analyzes the utility metering program.
- Serves as key advisor on energy matters regarding existing and newly constructed buildings and energy distribution systems. Applies for energy rebates, grants, and conservation programs.

Qualifications and Experience

Minimum Requirements:

- Five (5) years of progressively responsible HVAC/DDC experience with building control systems in performing, modifying, adapting, constructing, and designing work of an intricate nature, or an equivalent combination of education and experience.
- Two (2) years supervisory experience of HVAC staff or related technical trades, including effective leadership of internal work teams and external contractors and consultants.
- Demonstrated project management experience with building mechanical and related systems, from inception to completion, including coordinating multiple projects.
- Knowledge in all applicable code requirements and follow those and standard operating procedures and protocols.
- Familiarity with contemporary Building Automation Systems. The University utilizes primarily Siemens Building Automation Software and some Johnson Controls.
- Proficient computer skills including a working knowledge and experience with Microsoft Office and email.
- Ability to maintain an occasional schedule that includes planned and unplanned working hours in addition to a regular daytime shift.
- Possess and maintain a valid driver's license.
- Successful completion of a background check.

Preferred Qualifications:

- Bachelor's degree preferred, in mechanical or engineering, business administration, public administration, or a related field.
- Progressively responsible experience working with utility and energy efficiency issues within a large multi-building environment (corporate campus or educational campus experience is ideal).
- Familiarity with real-time data acquisition/control and communication networks; understanding of mechanical, electrical, and energy management systems (campus is dominantly Siemens) and their impacts on operations.
- Certified Energy Manager Credential or equivalent proficiency in an energy-related profession.
- Experience managing, writing and amending, PPCL programs within Siemens Apogee and Info Center.
- LEED accreditation.
- APPA CEFPP or EFP.

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.

Inquiries, Nominations and Applications

Confidential review of applications will begin immediately and continue until finalists are identified. Please submit your resume and a brief letter of interest. To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su136>

For nominations or further information:

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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 California, Kansas, 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.