

Portland State University

Portland, Oregon

Position Profile

Mechanical 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 Mechanical Systems Manager reports to the Assistant Director of Operations and Maintenance and supervises a team of highly skilled trades personnel dedicated to maintaining the mechanical and plumbing 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 \$1.5 million, this position will provide oversight for budget performance, work plans, and performance requirements.

Supervision and Management:

- Manage staff and contractors performing duties associated with mechanical and building systems projects, maintenance and repair.
- Ensure that managerial administrative paperwork is generated and completed in a timely manner, i.e. time cards, performance appraisals. Ensure that all PSU/FPM policies and procedures are adhered to by staff for safety, security, and per legal requirements.

Project Management:

- Review all major project plans and specifications prior to bidding to ensure completeness and to minimize future long-term operational problems. Create project budgets and monitor costs. Develop cost estimates, submit bids, and order materials as necessary. Oversee projects to completion within budget and on schedule.
- Coordinate the work of consulting engineering firms to develop proposals which include engineering specifications, preliminary cost estimates, cost/benefits analysis date, project schedules, and possible sources of funding for system upgrades, expansions, and replacement.
- Evaluate plans and inspect work to ensure all new construction and major renovation work performed by outside contractors to ensure compliance with approved plans and specifications.

Building Engineering, Maintenance, and Operations:

- Oversee operation of specialized building needs that include a large data center, large power generation and UPS systems, and emergency electrical switching systems. Proactively plan, analyze, and detect potential failure scenarios in backup power supply systems for these critical operations.
- Analyze and improve existing building systems for operating reliability and efficiency; includes collecting data on building operations and utilization, temperature controls, HVAC, electrical systems, lighting, and system controls.
- Establish effective standards and procedures for operation and maintenance of the heating, air handling, and electrical and mechanical control systems in campus buildings. Plan, schedule, perform, and document an effective preventive maintenance program for equipment and systems. Utilize existing facilities management software to track, schedule, and plan preventative maintenance activities.
- Serves as liaison between the city enforcement agencies, and city building inspectors, etc., as needed to assure that requirements are met and/or deficiencies corrected regarding projects and other related work. Promote the participation of faculty, students, and staff in analyzing, monitoring, and assisting in the development and implementation of energy conservation measures.

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.
- Knowledge and skills in operation of UPS, Emergency Power Generation equipment and supporting fire and life safety systems.
- Familiarity with contemporary Building Automation Systems. The University utilizes primarily Siemens Building Automation Software and some Johnson Controls.
- Computer skills including proficiency, 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.

Preferred Qualifications:

- Bachelor's degree preferred, in mechanical or engineering, business administration, public administration, or a related field.
- Experience managing, writing and amending, PPCL programs within Siemens Apogee and Info Center.
- LEED accreditation.
- APPA CEFPP or EFP.
- 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.

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=su135>

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.