



EMPLOYMENT OPPORTUNITY

Date: November 2018

Open until filled

If you have questions regarding this position, please contact Eric Linman elinman@multnomah.edu, 503.251.6492

Job Title: Facilities Superintendent

Reports To: Executive Director of Operations

Mission: *To maintain excellent support and service of the campus through direct oversight to the maintenance, custodial, and grounds operations. This also includes the arranging and monitoring of contracted and in house routine renovation and remodels.*

Facilities Superintendent

Objective: *Plan, organize, supervise, and coordinate those services and activities required for the care, repair, maintenance and operation of the university policy pertinent to the Campus Support Services (CSS) department. Conducts all assigned and/or delegated functions and responsibilities fully, effectively, economically and harmoniously.*

- Evaluate department programs, operations, and requirements for progress, effectiveness and change.
- Carry out maintenance development and application of the plant programs and policies required for the continuous and effective operation of all university facilities.
- Supervise and evaluate work performance ratings. Interviews employees for Campus Support Services programs and submits recommendations to the Human Resources department for hire.
- Assign personnel of various trades, skills and qualifications.
- Ensure staff training meetings on safety, security and job skills. With the Executive Director of Operations, ensure the university complies with all county, state and federal regulations.
- Subject to 24-hour on-call status for campus facility emergencies.
- Chair the campus safety committee and ensure regular campus inspections.

Campus Relations

Objective: *Be diplomatic and decisive, able to accomplish goals through motivation and delegation, through processes that are designed for effective planning, evaluation, and accountability.*

- Establish and maintain positive, ongoing relationships with both the administration and faculty/staff.
- Ensure the vision and value of the department has a view toward creating “win-win” situations that solidify the department’s goals.
- Sufficiently understand all the services Multnomah provides in depth, along with each department’s expectations of service, so each department can rely on the Superintendent as a ready source of answers and information. Communicate these expectations regularly with supervisor.

Operation & Growth of Department Financial Needs

Objective: *Have exceptional organizational and administrative skills, with the ability to think strategically, plan, and set goals and objectives and have excellent knowledge of all areas of fiscal and operational management.*

- Works with managers and supervisors to form detailed budgets for the specific departments that will enable the accomplishment of strategic goals.
- Develops and presents the annual CSS budget to the Director of Operations and CFO for approval.
- Manages the departments resources within budget guidelines

Leadership of Campus Support Services Department Staff

Objective: *Possess strong personal communication skills, create an environment that is conducive to open and direct communication, with the ability to mobilize, motivate, and sustain a productive and positive staff.*

- Establish and maintain a strong working and personal relationship with the lead supervisors in the departments to enable support, mentoring, and development; create a climate of open communication and trust while maintaining accountability for results. Regularly review supervisor performance.
- Oversee daily work assignments for maintenance and lead summer crew meetings and assignments.
- Ensure supervisors are current on their computer skills as appropriate so that they can become regular users of/contributors to the overall goals of the department.
- Consistently provide recognition to supervisors for superior performance and encourage their participation in campus-wide events.
- Participate in the recruitment & selection process for new staff hired into CSS departments.
- Ensure that all CSS employees have a written job description.

Qualifications:

Job-specific Requirements:

- Bachelor's degree preferred or a minimum of five year's experience as a maintenance and/or construction professional in a structured, highly customer focused environment.
- 3-5 years supervising a staff of full time employees.
- Preferred experience managing facilities in an educational campus setting
- Ability to apply maintenance knowledge to planning, giving directions and supervising maintenance workers and contractors.
- Experience with various types of budgets: operating, construction and renovation budgets, etc.
- Ability to communicate with a variety of audiences, including large groups
- Possess strong written skills and have proficiency in Microsoft Office and Visio programs
- Must be a team player and encourage unity campus wide

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Medium Work: Physical demands are for mobility walking to visually inspect building and grounds to include mechanical spaces, fields and roofs. It is expected that 50% or more of time will be out of the office. Lifting is moderate-10-25 pounds.

General Employment Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian university, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah University contain the following statements relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be actively involved in a local church.

This is a full time support staff position with benefits including medical options, dental, vision, life insurance and disability benefits, also paid holidays, vacation accrual and sick time all beginning the first day of the month following one month of employment.

To Apply: [Click Here for Online Application](#)

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