



## EMPLOYMENT OPPORTUNITY

**Date: March 29, 2022**

**Open until filled**

If you have questions regarding this position, please contact Eric Linman at [elinman@multnomah.edu](mailto:elinman@multnomah.edu).

### **Job Title: Facilities Superintendent**

**Reports To: Executive Director of Facilities Operations**

**Mission: *To maintain excellent support and service of the campus through direct oversight and coordination of the maintenance, custodial and grounds operations.***

#### ***Primary Responsibilities:***

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. The Superintendent also conducts all assigned and/or delegated functions and responsibilities fully, effectively, economically, and harmoniously.

- Continuously evaluate departmental programs, operations, and requirements to determine 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.
- Train staff on job related skills including light electrical, plumbing, HVAC, carpentry and general maintenance.
- Oversees the automotive fleet maintenance and repair for the campus.
- Assist Campus Safety with the yearly fire systems inspections and repairs.
- Provide for the administration, management and control of the Maintenance, Grounds, and Custodial departments. Including personnel and operational training programs.
- Supervise and evaluate work performance ratings. Interview employees for Campus Support Services programs and submit 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.
- Ensure that the university is in compliance with county, state and federal regulations.
- Subject to 24-hour on-call status for campus facility emergencies.
- Assist the campus safety committee and ensure regular campus inspections.
- Keep up to date on codes and regulations that pertain to CSS in particular and the campus as a whole.

#### ***Campus Relations***

- 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***

- Prepare budgets for the Campus Support departments that will enable the accomplishment of strategic goals.
- Develop recommendations for the annual CSS budget to supervisor and EVP/CFO for approval.
- Manage department resources within budget guidelines
- Ensure all budget expenditures are supervised and are within the policy of the institution.
- Capitalize on outside relationships to discover ways to meet unmet needs as well as un-served wants.

- Monitor supervisors' performance and maintain standards of accountability in all aspects of the financial controls of the business and delivery of core programs.
- Ensure quality at each area of responsibility that all standards are being met and that operational efficiencies are in place to improve the quality of the institution.

### **Leadership of CSS Staff**

- Establish and maintain strong working and personal relationships with CSS supervisors to enable support, mentoring, and development; create a climate of open communication and trust while maintaining accountability for results.
- Oversee the daily work assignments for staff, lead the summer crew meetings, including project assignments.
- Create an environment that is conducive to open and direct communication.
- Mobilize, motivate, sustain, and engage the supervisors under the direction of the Superintendent.
- Regularly review the performance of each direct report.
- Ensure supervisors stay current on their computer literacy skills as appropriate so that they can become regular users of/contributors to the overall goals of the department.
- Coordinate with supervisor to create and update staff succession-plans.
- Provide consistent recognition for superior performance and encourage participation in campus-wide events.
- Participate in the recruitment & selection process for new staff hired into CSS departments.
- Oversee training of supervisors in each department, ensuring it is conducted in line with CSS policy.
- Ensure that all CSS employees have a written job description.

### **Qualifications:**

#### **Job-specific Requirements:**

- Bachelor's degree preferred.
- Minimum of 5 years' experience as a maintenance and/or construction professional in a structured, highly customer focused environment.
- Minimum of 3-5 years of 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 work.
- Financial ability to prepare various types of budgets, regular operating budget, construction budget and renovation budget and control all the budgets under your responsibility.
- Ability to communicate with a variety of audiences.
- Strong written skills.
- Proficiency in Microsoft Office and Visio.
- A team player who will encourage unity campus wide.

#### **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 contain the following 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.  
A generous Employee Tuition Grant is available after 1 year of employment.**

**To Apply, find the application link here: [www.Multnomah.edu/Careers](http://www.Multnomah.edu/Careers)**

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#### **MULTNOMAH UNIVERSITY**

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