



Position Number: D98773 (internal to PSU employees only)

Job Title: Electrical Manager

Department: Facilities and Planning

FTE: 1.0 Benefits Eligible

Job Type: Administrative

Posted Date: 12/21/11

This position reports to the Assistant Director for Facilities and Planning (FAP) Maintenance and Operations. The Electrical Supervisor is responsible for all electrical distribution systems maintenance, repair, remodel, testing and preservation of the physical assets at Portland State University.

The Electrical Supervisor manages the electrical maintenance work requests, coordinates trade crews project schedules, provides in-house construction management services for the campus, project status reporting, manages purchasing, ensures compliance with applicable codes, laws and regulations, participates in construction, budget and strategic planning, and performs other university departmental activities as assigned.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Manages FAP scheduled and requested electrical maintenance projects; acts as liaison to requestors as needed; ensures timely completion of the request, or contact made back to the customer if work request cannot be readily completed; assigns and schedules work, follows established guidelines for the prioritization and completion of routine work requests.
- Manages the trades and other related contractors in performing maintenance and construction projects; acts as liaison to staff architects and engineers; monitors and controls project schedules; reviews and approves change order requests; identifies and estimates cost and schedule impacts due to changes in design or owner requirements; notifies and coordinates construction activities with building manager(s) and users of the building; leads weekly staff meetings; coordinates building permit inspections and sign offs with the City of Portland and construction trades; develops a final punch list, and ensures budget and schedule controls.
- Assigns work and assesses performance and effectiveness through use of weekly work request/work productivity management reports; manages staff attendance to ensure that adequate staff is available to complete production and quality projects within set timeframes established in conjunction with supervisor, and to respond to campus emergencies as needed at any time; responsible for performance management of staff.

Performance management includes delivering the annual performance evaluation for employees, managing the hiring process; recommending disciplinary actions to the Associate Director and Director, up to and including position termination; and manages all personnel actions for the crew; Manages teams' performance in meeting departmental benchmarks and key performance indicators. Coaches team members to achieve the set goals. Provides motivation and resources for staff to excel.

- Uses work knowledge and experience and relevant information such as notices of violations from enforcement agencies, etc., to update and maintain the deferred maintenance list of all electrical and general building maintenance needs at PSU, and proposes capital projects for funding. This list is to be prioritized by building and then prioritized overall on an annual basis.
- As part of the FAP budget team, creates/updates the five year budget projections for Auxiliary and Mock Auxiliary maintenance and repair needs on an annual basis. Develops and manages

fiscal year crew budgets.

- Act as liaison between the City enforcement agencies, Fire Marshall, and City Building Inspectors, etc., as needed to ensure that requirements are met and/or deficiencies corrected regarding electrical projects on campus.
- Oversees the creation of maintenance and construction contracts, including review and approval of draft documents, and final documents for signature by the Associate Director or Director.
- Ensures that required documentation is generated and completed in a timely manner, i.e. time cards, performance appraisals, change of status requests, etc. Ensures all PSU/FAP Policies and Procedures, Standard Operating Procedures are adhered to by staff.
- Acts as a point-of contact with campus departments, Auxiliary services and property management firms.
- Performs other duties as assigned to fulfill the departmental and University mission.

SUPERVISORY RESPONSIBILITIES

- Manages the electrical crew in the maintenance and construction of electrical systems and equipment.
- Identifies training and educational needs and opportunities for staff.
- Plans, schedules, and approves workloads and assignments.
- Follows up with employees to ensure that work assignments are completed within schedule and budget.
- Effectively recommends hiring, and progressive discipline, position termination as appropriate. Performs performance reviews and other related supervisory duties.

EDUCATIONAL/SKILL REQUIREMENTS

Required:

- Five years of supervisory experience managing staff in the maintenance, repair, and construction of electrical systems and equipment.
- Must possess a valid Oregon State Electrical Supervisor's license.
- Must possess and maintain a valid driver's license.
- Must be able to communicate effectively, both orally and in writing, in collaboration with the members of the campus community.
- Must have proven experience coordinating multiple projects at one time.
- Proficiency with computers using platforms such as XP and Windows, must be conversant using Microsoft Word and Excel, and CMMS software such as MainSaver, Maximo or AiM

Preferred:

Bachelor's degree in Electrical Engineering, Management or closely related field.

SALARY

Salary range is \$71,900 to \$77,000 with an EXCELLENT benefits package, including reduced tuition at Oregon University System institutions for employee and dependents.

HOW TO APPLY

To apply, send the following to the email or address below:

1) a letter of interest 2) a resume with the names, addresses and phone numbers of three references that can speak to the candidate's ability to meet the requirements stated above, 3) salary requirements, and 4) required supplemental information: current salary, reason for leaving and explanation for gaps in employment. The letter, resume, and references and required supplemental information should be limited to no more than five pages. Please submit the completed application materials as follows:

Preferred method for submitting application is an email message to employment-fap@lists.pdx.edu with items 1, 2, 3, and 4 attached as one file.

Mailing address: Chair, Electrical Supervisor Search Committee
Portland State University, Facilities & Planning
PO Box 751-FAP
Portland, OR 97207-0751

Fax number: 503-725-4329

Application review process will begin on 12/21/11 and close when finalists are identified. PSU is an AA/EO institution and, in keeping with the President's diversity initiative, welcomes applications from diverse candidates and candidates who support diversity.

Portland State University is an Affirmative Action, Equal Opportunity institution and welcomes applications from diverse candidates and candidates who support diversity.