PROJECT MANAGER / RESOURCE CONSERVATION MANAGER
FACILITIES SERVICES (FULL-TIME, 12 MONTH)
HIRING RANGE: $56,711 TO $60,047

Application review begins June 1, 2013. The position remains open, and applications reviewed, until filled.

FUNCTION:
Whitworth University is creating a new full-time position to serve as a Project Manager and Resource Conservation Manager. This position has the responsibility of managing building renovation projects, mechanical systems commissioning, and acting as a liaison between Capital Projects and Facilities Services. This person serves on the Facilities Services office staff and reports to the Director of Facilities Services. This person is responsible for coordinating Facilities Services’ review of mechanical and electrical design and all construction plans for all facilities owned by Whitworth University. Coordinates with the various Facilities Services departments, Whitworth University departments, architects, engineers and local government agencies for specific projects. Oversees new building or retro commissioning process of existing buildings. Additionally, this position serves as the university’s Resource Conservation Manager. In this role he/she will examine and recommend conservation efforts regarding energy consumption, water usage, and waste disposal and recycling. Serves as a member of the Facilities Services management team with responsibilities for planning, budgeting and campus communication.

RESPONSIBILITIES AND RELATED DUTIES:

A. Project Management:
   1. Key project management responsibilities include creating clear and attainable project objectives and building project requirements.
   2. Creates and manages scope, costs, and schedules for a variety of infrastructure construction and improvement projects.
   3. The Project Manager ensures that the project design meets the needs of all stakeholders, construction contracts are performed according to the design and specifications, and in compliance with local, state, federal and other regulatory codes. Assists in the overall planning, implementation and supervision of construction and maintenance projects, entailing heating and cooling system installations, renovations, electrical, plumbing and gas service, plant safety and code compliance. Responsible for oversight of construction projects. Provides support to the Director and to ensure optimum performance by departmental personnel and optimal customer satisfaction.
   4. Manages multiple projects at various phases and in various locations, from project identification through design, planning, owner approval, permit issuance, construction phase, commissioning and owner acceptance.
   5. Provides weekly project activity reports to the Facilities Service Director for schedule, budget and current work activity.

B. Resource Conservation Management:
   1. Addresses how Whitworth can more efficiently use campus resources including electricity, oil and natural gas, water, sewer and waste in support of its “Education of Mind and Heart” mission.
   2. Reviews entire energy management system for the campus and provides recommendations and estimates for energy conservation and management improvements.
   3. Monitors energy consumption for the campus, including sub-meters, and provides energy cost forecasts on a routine basis to the Director.
   4. Reviews university waste streams to identify process improvements and behavioral changes to reduce waste and contribute to the university’s commitment to improving sustainability practices on campus.
   5. Recommends priorities and participates in the implementation of targeted building operation, maintenance, and equipment efficiency measures and upgrades that are both practical and cost-effective; tracks the resulting costs and benefits of implementation and the subsequent resource savings.
   6. Identifies and implements low-cost/no-cost measures and behavioral changes.
   7. Researches and actively pursues all available funding, rebates and incentives.
8. Evaluates Whitworth’s utility bills, assesses the resource consumption of various facilities on campus.
9. Reviews construction plans and specifications during development of the university’s new construction and modernization projects to examine LEED and sustainability issues
10. Advises the Director of Facilities Services and the Director of Capital Projects regarding sustainable construction practices for incorporation in the University’s campus standards for construction
11. Facilitates the university’s sustainability efforts through a collaborative process as a member of the Sustainability Task Force.
12. Fosters a culture of sustainability with students, faculty and staff.

QUALIFICATIONS, SKILLS AND ABILITIES:
- Bachelor’s degree from an accredited college or university in Project Management or Construction Management or closely related field and two (2) years of experience managing programs in the public sector or a large complex organization with substantial experience with project management, facilities management, energy conservation and/or environmental stewardship. Or, substitute (5) years of construction project management experience for bachelor’s degree.
- Should be familiar with construction operations and building trades (including cement, steel, electrical, sewer, plumbing, HVAC).
- Knowledge and familiarity with current resource conservation and sustainability practices and programs; current federal, state and local environmental regulations and policies; building mechanical, lighting and integrated building control systems; and applicable building codes and state regulations.
- Current/valid Washington state driver’s license.
- Excellent verbal / written communication, organizational skills and the ability to plan and meet deadlines.
- Knowledge of computers, MS Office software (Word / Excel / Outlook).
- Ability to work as a team member and leader.
- Ability to think strategically, analyze, and problem solve.
- Demonstrated ability to establish and maintain positive working relationships with faculty, staff, and students; demonstrated effective oral, written, organization, interpersonal and presentation skills.
- Demonstrated awareness and commitment to effectively establishing relationships and positive communications across multiple dimensions of diversity including, but not limited to race, gender, physical limitations, class or religious perspectives.
- The ability and desire to establish positive relationships with persons regardless of race, gender, physical limitation or religious belief.
- Ability to meet the physical requirements of the position, including the ability to sit, bend, stoop, walk, and stand for extended periods of time; the ability to talk on the phone, and regularly use a computer; moderate lifting (not usually more than 25 lbs.), and the ability to be mobile across campus.
- A personal commitment to the Christian faith and a commitment to the educational mission of Whitworth University as a Christian liberal arts university affiliated with the Presbyterian church.
- Background check and post-offer physical required

APPLICATION PROCESS:
The following documents are required to complete the online application form:
1) A letter of interest that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range
2) Résumé
3) The names, addresses, telephone numbers and email addresses of three academic/professional references
4) A one-page document describing your personal commitment to the Christian faith

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.