



BUILDING OPERATIONS MANAGER/CHIEF ENGINEER FARGO, ND (MICROSOFT ACCOUNT)

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JOB SUMMARY

This highly visible position reports directly to the Facilities Manager for Microsoft's Fargo campus. The Chief Engineer will be responsible for providing technical direction and support for the operation and maintenance of the building and building equipment including the development of plans to keep building assets at the highest degree of care and value. The Chief Engineer may be responsible for more than one site.

ESSENTIAL JOB DUTIES:

- **Audit Operations** - Ensure operating personnel are capable of handling tasks (qualified people are in place), people are productive and that we are in compliance with OSHA and EPA. Ensure that training is being provided to less qualified staff members. Ensure that proper bid procedures are being followed. Ensure that best prices for commodities are being obtained. Ensure that service contractors are performing work properly.
- **Project Management** - Ensure project is well defined and understood, develop effective project plan which results in project results that meet cost, schedule, quality, functionality objectives (short and long term) and compliance with business controls.
- **Capital Planning** - Prepare annual capital plan for building systems, structure, parking, grounds, etc. at site(s) responsible. Plan to include item descriptions, estimated costs, and priority of items, project dependencies, proposed schedules, priority and risk/ramifications if work is not performed. Provide capital planning support to other Chief Engineers in District as requested.
- **Utility Management** - Keep current on state of energy technology related to building systems. Provide recommendations to management and include short payback projects in capital plan. Keep current on regulations (and deregulation) related to utilities. Ensure site(s) responsible is getting lowest unit cost utility. Develop programs for demand control.
- **Suppliers** - Develop product specifications and supplier sources for materials required to perform job. Material/equipment selections should be based on lowest life cycle cost and in accordance with existing building grade.
- **Tools/Equip Inventory** - Perform annual inventory of tools and equipment and provide for same to building manager noting and changes and explanation as well as identifying new/additional required with supporting justification.
- **Monthly Reports** - Provide a monthly narrative of activities highlighting non-routine events such as major projects, training received, savings achieved, significant customer service items and issues/concerns. Reports to be submitted on time without reminders.
- **Customer Service** - Respond to tenant complaints in a timely fashion.
- **Staffing** - Provide recommendations regarding staffing of open operations positions. Participate in staffing process. Expectation is that the building manager will review your recommended candidate after you have performed all screening.
- **After Hours Coverage** - Ensure an after hours program to provide technical coverage. Participation between staff should be equitable.
- **Staff Training** - Ensure development plan exists for each operations person and develops cross training program between staff.
- **Peer Inspections** - Coordinate peer inspection data for site(s) responsible for to ensure readiness for the yearly property inspection. Will be expected to participate in other peer inspections at other sites.

SKILLS, EDUCATION AND EXPERIENCE

- Ten (10) to fifteen (15) years total as Building Engineer and Chief Engineer.
- Experience in managing maintenance in a building with critical environment.
- Experience as project manager for engineering design and HVAC/Electrical/R&M types of work.
- A minimum of five (5) years effectively supervising Building Engineers.
- Excellent communications skills.
- Excellent customer service skills.
- Associate Degree in a technical area, or equal experience.
- Technical training and experience in maintaining, repairing, and troubleshooting complex electrical, HVAC, and life safety equipment.
- Experience developing and implementing preventive maintenance plans for a complex environment.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.

For a full position description please confidentially contact:

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