

# JEFFREY SAUNDERS

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## FACILITIES MAINTENANCE MANAGEMENT

12 years of experience managing large-scale maintenance operations for residential condominiums.

Building Maintenance Operations  
Preventative Maintenance  
Workforce Management  
Tenant Relations  
Contractor Relations  
Project Coordination

HVAC System Maintenance  
Heating and Plumbing Maintenance  
Budget Management  
Energy Sustainability  
Equipment & Supplies Purchasing  
Inventory Control

Quality Assurance  
OSHA Compliance  
Site Inspections  
Contract Negotiations  
RFP Processes  
CMMS Proficiency

## PROFESSIONAL EXPERIENCE

**Facilities Maintenance Director** | EVANS PROPERTIES | Portland, OR 2017 - Present

- Manage maintenance operations for this condominium complex with 1,150 units through hiring, scheduling, and supervising 250+ housekeeping, maintenance, janitorial, engineers, and staff members.
- Direct general and large-scale plumbing and electrical work; painting, spackling and sheetrock work to ready units for new tenants; and the installation of HVAC systems.
- Purchase capital equipment and maintenance chemicals and supplies under an annual budget of \$225k.
- Manage the RFP bidding process to secure contractors for repair and maintenance work.
- Saved \$160k by eliminating the need to outsource and by heading strategic vendor negotiations.
- Head the planning and implementation of capital improvement projects for all buildings.
- Manage operational budgets and prepare weekly payroll and monthly maintenance reports.
- Coordinate daily refuse and annual snow removal in accordance with EPA and OSHA guidelines.
- Developed the organization's official Facilities Preventative Maintenance Policy & Procedure Manual.
- Ensure compliance with Portland Department of Health codes and QA standards.
- Follow up with residents to ensure satisfaction and meet monthly with condominium board members.
- Remain on call 24/7 to respond to emergencies and to coordinate weekend maintenance work.

**Senior Facilities Maintenance Technician** | STEWARD GARDENS | Portland, OR 7/2009 - 3/2011

- Reported immediately to the Director of Engineering of this leading Portland organization, in charge of maintaining 200 apartment units with the highest standards of excellence.
- Performed preventative maintenance work and repairs on heat-pump units and boiler system.
- Coordinated inventory control and purchasing of plumbing and electrical supplies and equipment.
- Responded to daily tenant request for general electrical and plumbing work.
- Handled snow removal; and repaired / painted units to ready rooms for new tenant occupancies.
- Remained on call 24/7 days a week in the event of emergencies.

## EDUCATION & CERTIFICATIONS

A.S., Facilities Maintenance | PORTLAND CENTRAL COLLEGE  
HVAC and EPA Certifications