

JIM COLLIER

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KEY SKILLS

Facilities Management and Maintenance

- Guide facility management projects including strategy/space allocation and compliance, formulating and tracking budgetary requirements, schedule development, project management, and records management
- Perform routine preventative maintenance checks and services and repair of space and equipment in accordance with appropriate technical manuals or manufactures instructions including electrical, plumbing, painting, drywall, and framing
- Administration of security video, access control, and building controls systems
- Request for proposals (RFP) capital projects
- Manage and coordinate service agreements, service level agreements, and vendor relationships
- Track and prioritize progress of projects and provide corresponding executive level reporting
- Project estimation for new construction, tenant improvement, and upgrades
- OSHA, Building, ADA, fire code, and commercial kitchen/ food preparation regulations

Security/ Safety

- Training staff on security hardening/response, including building access and active shooter threats
- Certified instructor for ALICE (Alert, Lockdown, Inform, Counter, Evacuate) active threat training
- CPR/ AED certified, "Stop the Bleed" certified

PROFESSIONAL EXPERIENCE

Director of Security, Technology, & Building Engineering, 2019

Director of Facilities, IT, & Security, 2011 – 2019

Temple De Hirsch Sinai, Seattle, WA

- Senior-level administrator with oversight of 2 campus locations (100K sq ft) and 5-acre cemetery including mausoleum.
- Coordinated and scheduled contractors and vendors for maintenance, repairs and tenant improvements. Monitored to ensure all work was done correctly, completed in a timely manner, minimized impact on staff and operations, and were cost effective.
- Spearheaded the implementation of VoIP phone system, migration to Office 365, installation and subsequent upgrades to buildings Wi-Fi, and live streaming for services and events.
- Coached a team of 8 facilities services staff in providing first-rate support a wide variety of events, receptions, functions, and services.
- Conducted annual site inspections of properties conditions. Generated reports defining short-term, mid-term, and long-term anticipated capital expenditures which assisted the Executive Board in long range planning and crafting fund raising messages.
- Implemented first CMMS (Dude Solutions) for the organization. Included a inventory of all building systems at all locations including HVAC, plumbing, electrical, and structures. Provided Board of Trustees with comprehensive review of status and estimated life expectancies.
- Proactively communicated with staff on matters of facilities and security.
- Created and managed capital (\$2 million) and operational (\$220k) department budgets

Project Coordinator, Ryzex Corporation, Inc., Bellingham, WA, 2006 - 2010

- Department administrator for on-site engineering services.
- Provided proposals and estimates for wireless network backbones, Job and resource scheduling, and project billing and expense reconciliation.

ADDITIONAL PROFESSIONAL EXPERIENCE

Project Estimator, Z Construction Inc., Bellingham, WA, 2004 – 2005

Project Estimator, TPS Services, Inc., Sedro Woolley, WA, 2002 – 2003

Electronics Technician/ Nuclear Reactor Operator (submarine service) – **E5**, US Navy, 1979 – 1986

EDUCATION

- **Project Management Certificate**, University of Washington
- **ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Certified Instructor**, active threat training
- **CPR/ AED certified, “Stop the Bleed” certified**
- **FBI Citizens Academy**
- **Nuclear Power Reactor Operator/ Electronics Technician, Nuclear Power (ETN) A-school**, US Navy - Comprehensive training in electronics, electrical distribution, steam plants, and nuclear physics