

Jordan Sundin

1450 W Kaibab Ln.
Flagstaff, AZ 86001

623 824 6160
Jordan.sundin@nau.edu

Education

Bachelor of Science in Mechanical Engineering
Northern Arizona University (NAU)

May 2020

Work Experience

Northern Arizona University – Utility Services

01/2021 – Present

Assistant Director, Utility Services (January 2024 – Present)

- Staff performance planning and evaluation, identifying training opportunities for immediate reports
- Direct the work of others to gather, analyze and model various scenarios related to energy management to make recommendations to stakeholders
- Oversee utility billing program and work with the budget office to ensure accurate billing
- Develop new procedures, policies, and tools to apply to complex issues
- Engage with students and professors to foster a living laboratory concept
- Participate in accident prevention efforts for employees, and respond to injuries and accidents
- Manage annual budget for utilities, central plant, and distribution maintenance
- Development of new annual billing rates and procedures for internal and external customers
- Coordinate with utility service providers and represent the university at state, regional and national organizations
- Provide oversight of all utility, plant and HVAC functions including utility generation, operation maintenance, engineering, plant optimization, system testing, code compliance, safety training, development of standards and procedures for plant operations through performance data
- Provide leadership to utility staff on daily operation and budgetary concerns

Assistant Manager, Commissioning & Controls (May 2022 – January 2024)

- Coordinate with EHS office to maintain compliance with state and federal regulatory requirements
- Coordinate with office of sustainability, faculty, and students to advance carbon neutrality goals
- Inspecting facility and utility systems to determine repair or replacement needs and verify completion
- Collaborate with ITS staff to develop standards, processes, and upgrades needed to prevent cyberterrorism events through Facility Services systems
- Advise and assist AVP as needed with data requests, repair recommendations, and emergency repairs.

Commissioning & Controls Coordinator, Intermediate (January 2021 – May 2022)

- Monitor, maintain, and develop campus and plant data acquisition, building management, and central control systems to verify proper operations.
- Analyze buildings and operations to determine optimal use of HVAC, electrical, and lighting control systems
- Perform building energy audits to establish baselines and identify energy conservation measures
- Retro commission campus buildings and central plants and make control repairs and improvements
- Prepare applications for grants or rebates
- Provide small construction projects with complete commissioning services
- Develop and program control sequences and schedules for central plants and whole building systems.
- Retro commission campus buildings and central plants and make control repairs and improvements.
- Review and analyze building metering and system data to target building system testing and optimization.
- Manage outside vendors associated with commissioning, controls, and energy consulting.
- Review new HVAC and control technologies and provide recommendations for implementation, including FDDs such as clock works, and new control systems including KMC and Trane controls.

- Work with PDC to identify project scopes in relation to HVAC, controls, commissioning, and utilities.
- Review and inspect project documentation from planning phase to project closeout.
- Work with facilities staff to solve complex system problems and implement solutions
- Provide leadership and priorities of work to the HVAC department

Northern Arizona University – Shuttle Services

11/2015 – 06/2020

Assistant Manager (April 2019 – June 2020)

- Provide leadership and management to 12 full time employees and over 50 student employees, including 4 FTE and 12 student direct reports
- Developed and implemented CDL training program in accordance with FMCA regulations and ensured compliance with federal safety and training regulations
- Management of new employee onboarding, CDL training program, and performance evaluation
- Perform and verify inspections on equipment to ensure that vehicle safety, maintenance and federal code compliance is met
- Assisted the Assistant Director in strategic planning and emergency response plans
- Participation in asset prevention efforts and respond to injuries and accidents
- Promote safety and reduce institutional liability by enforcing policies, laws, and regulations
- Work with vendors to evaluate carbon reduction strategies including CNG and electric bus evaluation
- Administer maintenance programs, inspecting equipment to determine repair or replacement needs
- Implementation of IOT bus spacing system called Bus Genius
- Evaluated data from IOT system to develop route changes to improve operational efficiency
- Standardized training process for area of departmental operations
- Received the staff recognition award for all classified staff(2018-2019)

Driver Senior

- Supervision of up to 12 full time staff and 40 student drivers
- Training and onboarding of new staff in department procedures and operations
- CDL training for new hires
- Assistance of assistant managers and manager with all job duties

Driver (April 2019 – June 2020)

- Drive a shuttle bus around campus and provide customer service to students staff and faculty
- Perform equipment inspections and maintenance
- Keep daily logs of passenger count, equipment issues, and needed maintenance
- Supervision of student employees during cleaning shifts and after hours charters