



Miguel Dube

Director of Facilities

Certified Facility Manager with 12 years of experience overseeing multi-building campuses up to 218,000 square feet, covering HVAC systems, emergency management, and vendor contract administration. Saved \$287,400 on a three-building HVAC renovation by rebidding contractor scopes, substituting equivalent materials, and phasing demolition around tenant occupancy windows while maintaining a 97.9% safety inspection pass rate through standardized checklists and quarterly fire suppression and emergency lighting audits.

Contact Information



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Watertown, SD 12345

Education

BBA in Management

Dakota State University, Madison,
SD | 2010 – 2014

Key Skills

- CMMS
- IBM TRIRIGA
- Microsoft Project
- Microsoft Excel
- Capital Project Planning
- OSHA Compliance
- NFPA 70E
- HVAC Systems
- Emergency Management
- Vendor Contract Administration
- Energy Management Systems

Professional Experience

DIRECTOR OF FACILITIES | GLACIAL RIDGE CAMPUS GROUP, WATERTOWN, SD 2020 – PRESENT

- Saved \$287,400 on a three-building HVAC renovation project by rebidding contractor scopes, substituting equivalent materials, and phasing demolition around tenant occupancy windows.
- Maintained a 97.9% safety inspection pass rate across 218,000 square feet by standardizing pre-inspection checklists and scheduling quarterly fire suppression and emergency lighting audits.
- Decreased equipment downtime from 74 hours to 49 hours per quarter by shifting rooftop units and boilers to condition-based monitoring through an Energy Management System.
- Plan and administer contracts, equipment purchases, and supply inventories for 4 campus buildings, presenting variance reports to executive leadership each month in Microsoft Excel.

FACILITIES MANAGER | PRAIRIE BEND PROPERTY SERVICES, BROOKINGS, SD 2016 – 2020

- Delivered \$163,200 in renovation cost savings on a lobby and common-area remodel by consolidating trades under a single general contractor and negotiating fixed-price change orders.
- Raised safety inspection pass rates from 88 to 97.3 points on a 100-point municipal audit by correcting egress signage, ADA clearance gaps, and fire door hold-open deficiencies.
- Reduced chiller downtime by 22 hours per cooling season by replacing aging compressor contactors and adding vibration sensors tracked in CMMS.
- Directed emergency management and contingency planning for a 126,000-square-foot office complex, updating evacuation routes and conducting biannual drills with local fire services.

FACILITIES COORDINATOR | COTEAU HILLS OFFICE PARK, ABERDEEN, SD 2014 – 2016

- Kept a \$94,700 restroom renovation within 1.2% of the approved estimate by tracking contractor hours and change orders in Microsoft Project.
- Improved generator and elevator equipment uptime from 91 to 98.3 hours per 100 scheduled hours by implementing a preventive maintenance calendar in CMMS.
- Acquired, distributed, and stored maintenance supplies for a 58,000-square-foot property, reducing stockout incidents from 7 to 2 per quarter through min-max reorder points.

Certifications

- Certified Facility Manager, International Facility Management Association, 2018