



SAABE TIMES

A publication of the San Antonio Association of Building Engineers

February 2003

Mark Your Calendar—

JOIN US FOR OUR FEBRUARY LUNCHEON

Please join us on Wednesday, February 19 at the Old San Francisco Steakhouse for our February luncheon, sponsored by Indoor Environmental Consultants.

Jerry Miller will speak on "HVAC System Maintenance: Pay Me Now or Pay Me Later!" This presentation will give the economic reasons to establish a preventative maintenance program. It will also include a discussion on the ways to prevent HVAC-related indoor air quality problems. Jerry Miller started in the HVAC field in 1966 and has worked in the indoor air quality field for the last 12 years. He has a US and Canadian patent in commercial ventilation systems. ❖

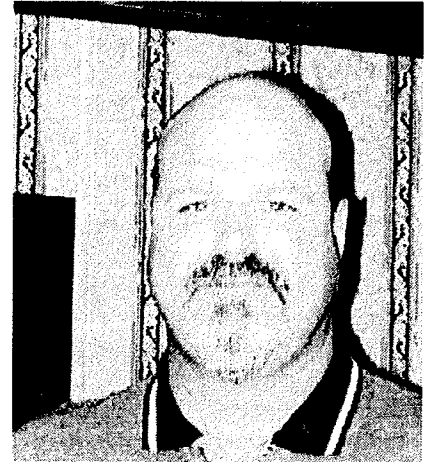
The Envelope Please.....

The San Antonio Association of Building Engineers is pleased to name Bob Beal as 2002 Building Engineer of the Year. This special award recognizes an outstanding contribution to our industry, and we congratulate Bob and his fellow nominees Mo Serros, Cesar Alvarado, and Martin Schraub, for a job well done!

The BEOTY Committee interviews all nominees, and their buildings and properties are inspected. Critical components of the review process are:

- General building appearance
- Safety equipment inspections up-to-date
- Licenses, registrations, and certifications held
- Overall cleanliness of mechanical room
- Size of building and number of assistants/subordinates

A special thank you is in order to this year's BEOTY committee: Kendal Langenberg, Doug Graves, Robert Andrews, and Roland Ortiz. ❖



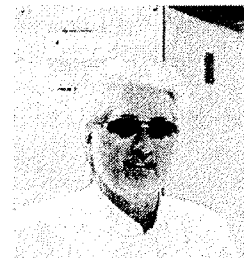
Bob Beal
One International Center
Building Engineer of the Year



Cesar Alvarado
GPM Life



Mo Serros
Four Thousand One



Martin Schraub
Capital Group Campus

A Message from the President

by Bob Beal

Construction, Your Manager, and You

How many times have you had a new tenant move in and, almost without a doubt, they have had some problems with power, plumbing, or HVAC? If you are lucky, your contractor is responsible and will fix the problems. But nine times out of ten, this happens six months after the job is done, and you are stuck with the making the repair. Sometimes it's just adjustments or minor repairs. Often, it's equipment being left out of the project (such as EMS controllers, exit lights, and water shut-off valves on water heaters and sink units). Also, how many condensers units are blowing their hot air up into your plenum? If you have a 250-ton chiller and you are blowing 20 tons of computer room heat back into your plenum, you no longer have 250 tons of chiller. If you don't pay attention, most contractors will bid a split unit for computer rooms and put the condenser up in your ceiling. Sometimes you have no choice, but if you don't get involved with the mechanical contractor, you will have problems. Ask your managers to allow you to be a part of all planning stages of new construction in your property. If you are not sure about codes and other technical info, get on the phone and call someone who can help you. All of our members and associate members will be glad to help. Your owner and your manager will thank you in the long run. Get involved from start to finish. It is our job. Our buildings are a direct reflection on us.

Engineer Spotlight

**Howard Newsome, Building Operations Manager
San Pedro Plaza, Trammell Crow Property Mgmt.**

I first met Howard when Transwestern was taking over the One International Centre. At that time, Howard was second engineer to Robert Ramos at the One International Centre. I could tell by the way the tenants talked about Howard that soon he would be a Lead Engineer. After seven years with Trammell Crow and several moves, Howard was promoted in January 2003 to Building Operations Manager at the San Pedro Plaza. Born in Beeville, Howard's family relocated to San Antonio, where he graduated from Robert E. Lee High School in 1980. Howard and all the Trammell Crow engineers are active members of SAABE. With the importance of continuing education, Howard has stepped up to the plate. Along with the completion of his Certification of Air Conditioning and Refrigeration, Howard's education continues.

Howard's manager, Kathy Brady, says, "Howard is professional and sets a very high standard of work ethic. He has worked his way to this position with years of experience and continued education. I am honored to be able to work with him on his project." Along with your manager, we at SAABE are also proud of you. Howard has only been at the San Pedro Plaza a short time. If anyone has info that may be helpful about San Pedro Plaza, please call Howard Newsome at 210-340-6994.

Something to Think About

A long time ago I was changing some lights in a particular tenant space. I noticed some writing called "ATTITUDE" in a frame on the wall. I have always felt it is important to react to things in the right way. Charles Swindall explains it better than anyone.

ATTITUDE

By Charles Swindall

"The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failure, than successes, than what other people think or say or do. It is more important than appearance, giftedness or skill. It will make or break a company... a church... a home. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change the past. We cannot change the fact that people will act a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude.... I am convinced that life is 10% what happens to me, and 90% how I will react to it. And so it is with you... we are in charge of our ATTITUDE." ❖

It Pays to Advertise in *SAABE* *TIMES*

<u>Dimensions</u>	<u>1 Issue</u>	<u>3 Issues</u>	<u>1 Year</u>
Full page	\$110	\$280	\$1,000
Half page	\$60	\$150	\$575
Quarter page	\$30	\$75	\$280
Business card	\$20	\$50	\$190

(call for ad dimensions, 210-408-1699)

Send ad copy (preferably in TIF, EPS, or WMF formats) and payment to SAABE, 14602 Huebner Rd, #116, PMB 149, San Antonio, TX 78230, or email to laurabray@braycommunications.com



Sponsorship Opportunities

SAABE has added several new sponsorship opportunities. Sponsorships are a great way to get your company some name recognition with San Antonio's largest association of building engineers:

\$100.00: Name recognition at the meeting (sign near the podium that is visible to all the members) and a brief description of services and introduction of the sponsor.

\$250.00: Vendor has one table (table-top display is allowed) at the entry to the luncheon and can distribute literature and business cards before and after the meeting as all the traffic is going through the door. Tim Young (SAABE vendor rep) will coordinate this to make sure the speaker and this sponsor are not competitors.

\$500.00: Vendor has the podium and an opportunity to address the membership. Material must be educational in nature, but the vendor has a table up front near the podium with the opportunity for members to take literature and cards or small give-aways at the end of the meeting.

Also, don't miss our new information exchange table and networking board at the next meeting. The table gives engineers an opportunity to display a question or need (for example a part you can't find), and there is a business card display for all members.

For sponsorship opportunities, contact Tim Young at 210-651-5588 or tim_young@munters.com. Make your reservation early for the next meeting so you don't miss these exciting additions to our luncheons. ❖

Scott Meyerkord
Existing Building Sales Consultant



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Education Corner

Hazardous Materials Refresher

- Sponsored by the Texas Engineering Extension Service
- February 25, College Station
- Cost: \$230
- Call 1-800-824-7303 for more information.

Fundamentals of Pneumatic Controls in HVAC

- February 27
- Location: 100 NE Loop 410, San Antonio
- Presented by Amy Ables, Training Specialist
- Cost: \$125
- To register or for more information, call 512-331-1086

Contact Education Director Jock Tilghman (681-2494) if you know of other courses. ❖



Tech Talk #69

by The Charlie

Avoiding Some Resume Blunders

1. Too Focused on Job Duties

Your resume should not be a boring listing of job duties and responsibilities. Go beyond showing what was required and demonstrate how you made a difference at each company, providing specific examples. When developing your achievements, ask yourself:

- How did you perform the job better than others?
- What were the problems, challenges, and results? How did the company benefit from your performance?
- Did you receive any awards, special recognition, or promotions as a result?

2. Flowery or General Objective Statement

Many candidates lose their readers in the beginning. Statements like, "A challenging position enabling me to contribute to organizational goals while offering an opportunity for growth and advancement" are overused, too general, and waste valuable space. If you're on a career track, replace the objective with a tagline stating what you do or your expertise.

3. Too Short or Too Long

Many people try to squeeze their experiences onto one page, because they've heard resumes shouldn't be longer. By doing this, job seekers may delete impressive achievements. There are also candidates who ramble on about irrelevant or redundant experiences. There is no rule about appropriate resume length. When writing your resume, ask yourself, "Will this statement help me land an interview?" Every word should sell you; so only include information that elicits a "yes."

4. Using Personal Pronouns and Articles

A resume is a form of business communication, so it should be concise and written in a specific style. There should be no mentions of "I" or "me," and only minimal use of articles. For example:

I developed a new tracking system that reduced operating expenses by 28K and decreased our budget by .12 cents per sf.

Should be changed to:

Developed a new tracking system that reduced operating expenses by 28K and decreased our budget by .12 cents per sf.

5. Listing Irrelevant Information

Many people include their interests, but they should only include those relating to the job. For example, if a candidate is applying for a position as a ski instructor, he should list cross-country skiing as a hobby.

Personal information, such as date of birth, marital status, height, and weight, normally should not be on the resume unless you're an entertainment professional or a job seeker outside the US.

6. Using a Functional Resume When You Have a Good Career History

It is irksome for hiring managers not to see the career progression and the impact made at each position. Unless you have an emergency situation, such as virtually no work history or excessive job-hopping, avoid the functional format.

The modified chronological format is often the most effective. Here's the basic layout:

- Header (name, address, email address, phone number)
- Lead with a strong profile section detailing the scope of your experience and areas of proficiency
- Reverse chronological employment history emphasizing achievements in the past 10 to 15 years
- Education (New grads may put this at the top.)

(Continued on page 5)

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Tech Talk #69

7. Not Including a Summary Section that Makes an Initial Hard Sell

This is one of the job seeker's greatest tools. Candidates who have done their homework will know the skills and competencies important to the position. The summary should demonstrate the skill level and experiences directly related to the position being sought.

To create a high-impact summary statement, peruse job openings to determine what's important to employers. Next, write a list of your matching skills, experience and education. Incorporate these points into your summary.

8. Typos

One typo can land your resume in the garbage. Proofread and show your resume to several friends to have them proofread it as well. This document is a reflection of you and should be perfect.

Next Month: A Day in the Life of a Maintenance Man

CHARLIE'S LAW: Guns only have two natural enemies; Rust and Politicians!

JUSTA MAINTENANCE MAN ❖

In Memoriam

SAABE wishes to extend its condolences to the family, friends, and co-workers of Tom Bonin of Mechanical Maintenance of Texas, who passed away in December.

The Daily Chronicle

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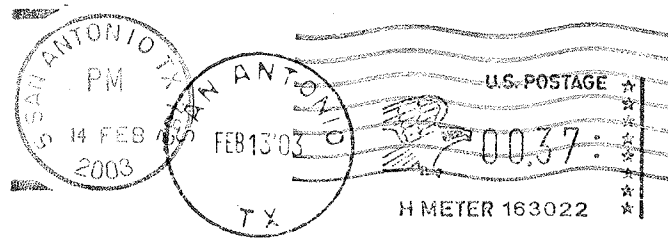
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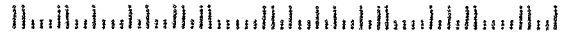
Charles H. Mikolajczyk, Jr., CBE
 Endeavor Real Estate Group
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SAABE TIMES February Issue

Final Thought:

All parts should go together without forcing. You must remember that the parts you are reassembling were disassembled by you. Therefore, if you can't get them together again, there must be a reason. By all means, do not use a hammer. — IBM maintenance manual, 1925

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 (laurabray@braycommunications.com)

Membership Luncheon February 19, 2003

Time: 11:30 a.m.

Location: Old San Francisco Steakhouse

Program:

HVAC System Maintenance

Sponsored by Indoor Environmental Consultants

Upcoming Luncheon:

March 19, 2003

Program to be Announced

The SAABE Times is edited by Laura Bray and printed monthly for the San Antonio Association of Building Engineers by:

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