



MURIEL BOWSER
MAYOR

April 8, 2024

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, NW, Suite 504
Washington, DC 20004

Dear Chairman Mendelson:

In accordance with section 2 of the Confirmation Act of 1978, effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code § 1-523.01), and pursuant to D.C. Official Code § 47-2853.06(d), I am pleased to nominate the following individual:

Mr. Shawn Ellis
Gallatin Street, NW
Washington, DC 20011
(Ward 4)

for reappointment as a steam and other operating engineer licensed in the District member of the Board of Industrial Trades, for a term to end June 26, 2027.


Enclosed, you will find biographical information detailing the experience of the above-mentioned nominee, together with a proposed resolution to assist the Council during the confirmation process.

I would appreciate the Council's earliest consideration of this nomination for confirmation. Please do not hesitate to contact me, or Steven Walker, Director, Mayor's Office of Talent and Appointments, should the Council require additional information.

Sincerely,

A handwritten signature in black ink that reads "Muriel Bowser".

Muriel Bowser
Mayor


Chairman Phil Mendelson
at the request of the Mayor

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To confirm the reappointment of Shawn Ellis to the Board of Industrial Trades.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, that this resolution may be cited as the “Board of Industrial Trades Shawn Ellis Confirmation Resolution of 2024”.

Sec. 2. The Council of the District of Columbia confirms the reappointment of:

Mr. Shawn Ellis
Gallatin Street, NW
Washington, DC 20011
(Ward 4)

as a steam and other operating engineer licensed in the District member of the Board of Industrial Trades, established by D.C. Official Code § 47-2853.06(d), for a term to end June 26, 2027.

Sec. 3. The Council of the District of Columbia shall transmit a copy of this resolution, upon its adoption, to the nominee and to the Office of the Mayor.

Sec. 4. This resolution shall take effect immediately.

Shawn E. Ellis, CPMM, CHEPP



PROFILE

Detailed, oriented, dependable, punctual individual with superior interpersonal, skills seeking, an opportunity to work in a company with a progressive engineering department. With over fifteen years of experience working in government, and commercial class “A” facilities. Bringing extensive knowledge in implementing various comprehensive maintenance, and energy management programs.

EXPERIENCE

**Construction Project Manager
Children’s National Pediatric Hospital, Washington, D.C.
May 2021 – Present**

- Overall responsibility for all aspects of small/medium sized construction project management including, but not limited to, plans review for technical completeness.
- Responsible for all aspects of construction management; act as the owner’s advocate.
- Ability to maintain all required project documentation for change orders, requests for information, construction bulletins and other contract correspondence.
- Manage and control the project overall budget, include but not limited to being able to track change order requests and contingency risk reserve assessment; ability to support the financial analyst in cash flow tracking/forecasting and grant reporting; review appropriateness and pricing for change order requests and make recommendations regarding acceptance of such.
- Draft all associated project communication with contractor, design team and departmental users; write monthly project summaries for each project.
- Work in a team environment (include both internal and external members) and develop a customer focused approach to project management and problem resolution.
- Maintain project logs (including RFI’s, change orders, and bulletins) and initiate follow up on unique or delayed items; review project initiation and control forms for adequacy and work with submitting departments to achieve satisfactory information is received.
- Responsible for on-site supervision of the contractor, quality review/oversight of construction quality and compliance with plans and specifications.
- Determine benchmarks for high productivity to determine adequate staffing.

**Regional Contract Maintenance Manager
HHS, Kimbrough Ambulatory Care Center, Ft. Meade, Maryland
May 2020 – December 2020**

- Overall responsible for the entire U.S. Army Medical Department Activity (MEDDAC) operations and maintenance for the ambulatory care centers and clinics at Ft. Meade (Kimbrough Ambulatory Care Center), Ft. Myer/McNair (Andrew Radar Clinic), Carlisle Barracks (Dunham U.S. Army Health Clinic), Letterkenny (Army Depot Health Clinic), Fillmore (U.S. Army Health Clinic), Aberdeen Proving Grounds (Kirk U.S. Army Health Clinic) & Ft Detrick (Richard Barquist U.S. Army Health Clinic).
- Develops scope of work, project specifications and KPIs for vendor performance.
- Key stakeholder in contract procurement decisions that drive service quality.
- Oversees all contracts and manages multiple budgets for each site over 3 states.

- Negotiated subcontract agreements to save over \$150,000.00 in cost.
- Implemented an effective water management plan and created the safety department.
- Responsible for the oversight of each site manager and operation of all mechanical, electrical and life safety equipment.
- Developed training opportunities to support the individual growth and eventual promotion of staff.
- Forecast budgets and ensures all financial targets have been met.
- Responsible for the compliance of TJC (The Joint Commission) and the AHJ (Authority Having Jurisdiction).
- Institute programs of continuous process improvement and prepare reports and deliverables.
- The MEDDAC Area Manager single point of contact for the Contract Representative (COR)/Facility Manager (FM).
- Attends meetings, addresses deficiencies and act as an adviser to the Federal Government's COR.

Director of Facilities

HHS, HSC Pediatric Center/Skilled Nursing Facility, Washington, DC

October 2017 – May 2020

- Responsible for the departments and/or functions of Engineering, Biomedical Engineering, Transportation, Protective Services, Safety, and the Environment of Care.
- Negotiates and manages contracted services in areas that Director has oversight. Conducts on-going reviews and assessments to ensure compliance with all contractual requirements.
- Oversees the operation of the physical plant including all chillers, cooling towers, boilers, hot water heaters, air handlers, fan coil units and all associated equipment.
- Develops, secures approval of and effectively administers a budget, (including a capital budget), that provides for the attainment of agreed upon goals and objectives in accordance with approved plans, and provides efficient and cost-effective utilization of resources.
- Takes all reasonable steps to ensure that the hospital and outpatient clinics conform to applicable federal and local laws, regulations, and standards including, but not limited to, The Joint Commission (TJC) Commission on Accreditation of Rehabilitation Facilities (CARF), Occupational Safety and Health Administration (OSHA), National Fire Protection Association (NFPA), American with Disabilities Act (ADA), and the District of Columbia Department of Health (DOH) Ensures facility is prepared for inspections and surveys by regulatory agencies.
- Renovated the first pediatric skilled nursing unit in Washington, DC.
- Functions as a project manager. Facilitates the development of accurate construction estimates, preliminary drawings/plans, space plans, equipment lists, timelines, requests for proposals, construction documents, and alternative strategies. Manages all assigned projects utilizing project planning tools, timelines, and budgets.
- Actively participates as appropriate with other HSC Health Care System senior management in organizational strategic planning and development of partnerships, contracts, and affiliations.
- Consults with, advises, and makes recommendations to the Chief Operating Officer (COO) on all significant issues affecting service delivery and the operation and maintenance of the property, building, and equipment. Keeps COO and other executive and senior-level staff as appropriate, informed and updated on all operations and projects.
- Effectively and efficiently manages all hospital space.

Lead Engineer/ Facility Manager

EMCOR, German Embassy, Washington, DC

June 2014 – October 2017

- Act as liaison between general contractors, project managers & German Government for operations and an ongoing construction renovation project valued over \$85,000,000 (US).
- Responsible for the oversight of multiple tradesmen on a property over 800,000 sq. ft.
- Consulted the German government on cost reduction and containment by implementing various energy

efficient strategies.

- Reviewed and interpreted blueprints for construction projects & daily operation.
- Provided weekly reports to client on all operational matters. Provide monthly reports to EMCOR CORPORATE Director on all site financial and operational status.
- Performed budget analysis, financial forecast & Indefinite Delivery Indefinite Quantity (IDIQ) work.
- Ensure the safe completion of daily inspections on all plant equipment.
- Negotiated cost estimates and effectively communicate complex scopes of work with client.
- Responsible for the overall operation of (1) co-generator (2) condensing 160psi fire tube boilers, (2) absorption chillers (2) 120-ton screw chillers and gray water system.
- Provided technical analysis on all mechanical, electrical, & plumbing equipment.
- Consultant for general and mechanical contractors on equipment specifications & design.
- Responsible for receiving bids and executing multiple contracts.
- Extensive knowledge on all fire/ life safety equipment, including sprinklers & fire control panels.
- Utilize BAS (Honeywell) to provide, maintain and monitor temperatures to ensure tenant comfort.
- Created and implemented Standard Operating Procedures (SOP's), Local Operating Procedures (LOP's) & Business Continuity Plan for entire facility.
- Adhere to Federal, Local & German Government Policies & Procedures.
- Review drawings with general, mechanical, electrical and controls engineers. Assist in commissioning of equipment.
- Utilize Maximo system to issue preventive maintenance & service tickets. Also used to track work order progress of staff.
- Review all safety procedures, conduct weekly safety meetings.
- Responsible for ordering materials & managing engineering budget.

Sr. Engineer

G4S, IRS Building, Washington, DC

May 2011 – June 2014

- Operated energy management system, (Automated Logic) for a 1,000,000 plus sq. ft. building.
- Served as lead engineer and assigned work to over 15 maintenance & hvac mechanics.
- Implemented effective cost saving measures by reviewing all projects and realized large savings.
- Attend meetings, update and consulted government representatives, contracting officer & project manager on all operational and construction related issues.
- Provided weekly & monthly reports as required by the contracting officer.
- Ensured proper cooling is being provided for critical data center for the IRS's main servers.
- Responsible for (41) large air handler units, (20) package & split system units.
- Operate and maintain three 1200-ton chillers, five (60) ton chillers, & 4 cooling towers complete daily tours to ensure proper operation of equipment.
- Maintain, repair, and replace pressure reducing, and pilot valves.
- Responsible for the safe operation of (250) psi incoming high-pressure steam.
- Operate (6) 25 hp Ingersoll Rand air compressors.
- Assisted and train mechanics in day-to-day operation and repair of equipment.

Assistant Chief Engineer

Carr Realty Partners, Willard Office / Hotel Building, Washington D.C.

November 2009 – May 2011

- Responsible for the oversight and operation of the central plant serving a 1,000,000-sq. ft. property.
- Manage \$600,000 budget for engineering department.
- Supervise & train staff on the function and maintenance of all building equipment.
- Maintain, operate, and troubleshoot (2) 700-ton chillers.
- Utilize EMS system to operate and maintain HVAC in building (Siemens).
- Ensure proper preventive maintenance of boiler, chillers, & cooling towers.

- Monitored, and maintain chemical treatment in plant.
- Assumes the role of the chief in his absence.
- Provided oversight for HVAC projects, modifications, expansions, replacements & upgrades. Review drawings, blueprints, plans, & monitor work in progress.
- Operated and test sprinkler wet & dry pipe system.
- Supervise projects related to reconstruction and (build outs) of showrooms, office spaces, parking garage, lobbies, and life safety devices.
- Created and implement a preventive maintenance system for staff.

EDUCATION

University of Maryland Global Campus – B.A. Business Administration & A.S. Health Service Management
Expected Graduation Date (2023)

University of the District of Columbia - Project Management (Certificate)

George Mason University - Contract Formation & Administration (Certificate)

D.C. 1st. Class Steam Engineer License

D.C. 3rd. Class Steam Engineer License

MD. Stationary Engineer Grade 2 License

VA Master HVAC License

MD Master HVAC License

CFC Universal License

Association for Facilities Engineering - Certified Professional Maintenance Manager (CPMM)

Motor & Generator Institute - Certified Healthcare Emergency Power Professional (CHEPP)

OSHA 10 & 30 (General Industry Safety and Health) Certified

National Fire Protection Association (NFPA-70E) Certified

Daikin Applied Magnetic Bearing Centrifugal Chillers Course (2.0 CEU's)

Web CTRL Operator (Automated Logic) (Certificate)

International Union of Operating Engineers (Courses): Advanced Engineer Training I, HVACR Electrical Troubleshooting, HVAC 1, Basic Plumbing, Basic Electricity, Basic Boilers

PROFESSIONAL AFFILIATION

Board of Industrial Trade, Washington DC (2019 – Present)
Class 1 Steam Engineer

ASHE (American Society of Healthcare Engineers), Chicago, IL (2018 – Present)

LANGAUGE

Speaks and writes proficiently in both English & Spanish.

CONTROLS & COMPUTER EXPERIENCE

Siemens, Automated Logic (Certified WebCtrl Operator), Honeywell, Johnson Controls Metasys.

Microsoft Word, Excel & Power Point

Google Sheets & Documents



Executive Office of the Mayor – Mayor’s Office of Talent and Appointments
John A. Wilson Building | 1350 Pennsylvania Avenue, Suite 600 | Washington, DC 20004

Shawn Ellis



Mr. Shawn Ellis is a Children’s National Pediatric Hospital Construction Project Manager and a current member of Board of Industrial Trades.

Mr. Ellis has over 15 years of experience working in government and commercial class “A” facilities. In his current role, Mr. Ellis is responsible for on-site supervision of the contractor, quality review and oversight of construction quality, and compliance with plans and specifications. Mr. Ellis previously served as the Kimbrough Ambulatory Care Center Regional Contract Maintenance Manager HHS and the HSC Pediatric Center/Skilled Nursing Facility Director of Facilities HHS. Mr. Ellis also served in numerous leadership capacities in the engineering field, where he served as a liaison between general contractors, project managers, and public entities and oversaw the operations of a 1,000,000 square foot property.

Mr. Ellis serves on the American Society of Healthcare Engineers and holds certifications in project management and contract formation and administration. In addition, he earned the D.C. 1st and 3rd Class Steam Engineer License.

A Ward 4 resident, Mr. Ellis earned an Associate of Science in Health Services Management from the University of the District of Columbia and a Bachelor of Arts in Business Administration from the University of Maryland Global Campus.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the General Counsel to the Mayor

To: Tomas Talamante, Steve Walker
From: Betsy Cavendish
Date: March 29, 2024
Subject: Legal sufficiency review of Resolutions nominating Shawn Ellis, Tanya Lewis, and LaVonne Woods as members of the Board of Industrial Trades

This is to Certify that this office has reviewed the above-referenced resolutions and found them to be legally unobjectionable. If you have any questions in this regard, please do not hesitate to call Erika Satterlee, Deputy General Counsel, Executive Office of the Mayor, at 202-724-1303, or me at 202-724-7681.

A handwritten signature in black ink that reads 'Elizabeth A. Cavendish'. The signature is written in a cursive style.

Elizabeth A. (Betsy) Cavendish