

# Construction Project Management Internship

## College to County Intern 2022 - Department of County Assets

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<b>Pay Rate:</b>	\$20 per hour
<b>Job Type:</b>	Temporary College Intern
<b>Duration:</b>	Summer 2022
<b>Hours:</b>	30 - 40 hours a week
<b>Location:</b>	Virtual and Arcoa Building - Multnomah County Library Capital Bond Program (Hybrid) 1006 SE Grand Suite 200 Portland, OR 97214

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### About the Multnomah County Library Capital Bond Program

Thanks to the support of Multnomah County voters, Multnomah County Library passed a bond measure in November 2020 to expand several libraries and build a new library in East County for the community. These projects include:

- Expansions and renovations to seven branch libraries: Albina Library, Belmont Library, Holgate Library, Midland Library, North Portland Library, Northwest Library and St. Johns Library.
- Building an East County Flagship Library.
- Adding gigabit speed internet to all libraries.
- Creating a materials handling and distribution center.

The Library Capital Bond Program (LCBP) team is made up of staff from Multnomah County Library and the Department of County Assets, and we're committed to accountability, equity and accessibility for all. You can learn more about [our commitment to these principles on our website](#).

### Internship Description:

The **LCBP Project Management Internship** provides the opportunity to work with and support construction and interiors project managers. These library projects range from a 95,000 square foot new Flagship library, budgeted in excess of \$100 million, down to carpet replacements and minor updates for some of the branch libraries within Multnomah County. Interns will participate on project teams that include architects, engineers, contractors, interior designers and a variety of facilities and library staff. .

Duties in this internship will include:

- Provide support on systems furniture moves, adds, and changes.
- Document existing furniture quantities and condition
- Create presentation materials for the furniture demonstration area



- Perform field measurements
- Assist and support site observation reporting
- Perform touring sites with vendors
- Record and publish meeting minutes
- Assist with project close-outs
- Assist and support client communications
- Create presentation materials for client meetings
- Assist with permitting
- Process vendor invoices
- Track information for project budgets and schedules
- Support Project Managers with project controls and reports
- Other duties as assigned by project managers and or the PMO office

Ideal skills and characteristics to make you successful in this role include:

- A dedication to customer service
- Good communication skills, both verbal and written
- Attention to detail
- Team focused
- Self-motivated
- Ability to learn various County-employed software programs

#### **Minimum Qualifications:**

- Major coursework in project management, construction, architecture, civil/mechanical/structural engineering; or related field
- Experience with spreadsheets and Google docs/forms
- Ability to work cooperatively and develop effective working relationships with diverse work groups.
- Ability to communicate with customers and team members via phone, email or in person.
- Ability to both follow directions and work independently
- Possess a valid drivers license
- Ability to pass a criminal records check

#### **Preferred Qualifications:**

- Familiarity with Autodesk products (e.g. Revit)

**COVID-19 Vaccination Requirement:** To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

#### **Veterans' Preference:**

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.



**Accommodation under the Americans with Disabilities Act:** We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

**Application Instructions:**

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 3, 2022.