

Department of County Assets  
Facilities & Property Management  
Strategic Planning & Major Projects

**Strategic Planning & Major Projects Intern**

**SEASONAL TEMP POSITION:** June through September

**SALARY:** \$25.00 hr. (20-40 hours per week, Monday-Friday)

**LOCATION:** Blanchard Building, 401 N. Dixon Street, Portland, OR 97227

***Department solicitation and Department or Division description:***

Strategic Planning and Major Projects is a section of the Facilities and Property Management (FPM) Division within the County's Department of County Assets. FPM manages over 3 million square feet of owned and leased space necessary for the efficient and effective delivery of programs and services provided by over 4,700 employees to the residents of Multnomah County. FPM manages a highly diverse portfolio of 129 buildings including, but not limited to, health clinics, dental offices, libraries, detention facilities, courthouses and commercial office buildings.

The goal of the Strategic Planning and Major Projects section is to manage major capital projects, address the short and long term real estate strategies, and provide assessments, energy efficiency strategy and viable feasibility studies that support program delivery and operational efficiencies.

This section is also responsible for identifying the 5 to 20 year capital and operating investment priorities balancing the County departments' program needs, optimize space utilization and identify operating efficiencies that result in a real estate portfolio responsive to County facility demands and demographic trends.

There are currently 2 major projects in development, the Health Department Headquarters (HDHQ) and the Multnomah County Central Courthouse (MCCCH). The HDHQ project is \$94.1M, 9-story, 157,000sf facility located in the Old Town/Chinatown neighborhood near Union Station. The HDHQ project is in construction and will open in 2019. The MCCCH project is a \$324.5M, 17 story building that is in construction and will open to the public in 2020.

***Job Task Description:***

The internship will be an assignment to work on the HDHQ project, but will have the opportunity to work on the MCCCH project as well as other assignments in the Strategic Planning & Major Project section.

Intern duties will include:

- Assist Project Manager with coordination of project activities
- Participate in project team meetings. Assist in developing agendas, meeting minutes, and scheduling of the meetings
- Review of drawings and technical reports between the County, Architect, Engineers and Contractor.
- Participate in the preparation of presentations to County Leadership, project executives, and key project stakeholders
- Organize project documentation into a records management system
- Other duties as assigned by the County Project Manager

***Knowledge/Skills/Abilities Required:***

- General principles of building design and/or construction
- Excel and google docs/forms
- Data research and Analysis
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Time Management- managing one's own time and tasks

***Special Requirements:***

1. Upper level undergraduate coursework in architecture, structural engineering, civil engineering, mechanical engineering, electrical engineering, construction management, or in a related field of study.
2. Degree in architecture, engineering, construction management, or in a related field of study.
3. Ability to pass a records check and be fingerprinted on or before the first day of employment.

**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 in the box below. Clearly explain how those skills and/or qualifications apply.

**Application Instructions:**

Please fill out and submit an application for this position through the link provided by your program coordinator. The deadline for submitting online application is April 3, 2018 at 12:00 AM.