

Department of County Assets Facilities and Property Management
401 N Dixon St Portland, OR 97227

ODE College to County Mentorship Program

SEASONAL TEMP POSITION: June through September

SALARY: \$21.38/ hr. (20-40 hours per week, Monday-Friday)

LOCATION: Blanchard Building (401 N Dixon St Portland, Oregon)

Focus: Project Management Services Internship open to Architectural/Engineering/Construction Management disciplines.

Department solicitation and Department or Division description:

The Multnomah County Facilities and Property Management Division (FPM) is responsible for the operation and maintenance of all County building. FPM supports the mission of Multnomah County to provide vital services to the citizens of the county.

We:

- Manage over 3 million square feet in over 130 county-owned or county-leased buildings and property.
- Plan for the county's future space needs strategically and proactively.
- Coordinate the design and construction of vital new buildings that modernize the services we provide to the citizens of the county.
- Ensure our buildings operate in a safe, accessible, healthy, energy-efficient and cost-effective manner.

The county is currently in process of developing new facilities for the Multnomah County Central Courthouse and the Health Department Headquarters (HDHQ). The Courthouse project is a \$300M project 17 story building that is expected to break ground in the spring of 2017 and open to the public in 2020. The HDHQ project is an \$85 to \$95M, 9-story, 157,000sf facility to be located the Old Town/Chinatown neighborhood near Union Station. The HDHQ project is scheduled to begin construction in first quarter 2017.

The internship will be an assignment to one of these project teams, but there will be opportunities to participate in both along with participation in other FPM projects.

Job Duties:

The design for both projects is advancing this summer with some construction activities occurring in the fall of this year. Intern duties will include:

- Assist Project Manger 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 Manger

Knowledge/Skills/Abilities Required:

- Upper level undergraduate student in architecture, engineering, construction management, or in a related field of study.
- Degree in architecture, engineering, construction management, or in a related field of study.

Special Requirements:

- 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.