

Employment Opportunities

600 NE Grand Ave.
Portland, OR 97232-2736
503-797-1570
www.oregonmetro.gov/jobs



HVAC Technician – Oregon Zoo

(Maintenance Technician)

Internal and general recruitment

Status:	One full-time position
Work location:	Oregon Zoo, 4001 SW Canyon Road, Portland, OR
Pay range:	Entry rate: \$21.95; 6 months: \$23.33; 18 months: 24.81; 30 months: 26.37; 42 months: \$28.01 hour This position is represented by LIUNA Local 483 and is non-exempt
Recruitment number:	Zoo-0448-Sept10
Application deadline:	September 16, 2010 (internal) September 23, 2010 (general)

Internal applicants must be current employees of Metro or MERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MERC must have gone through a competitive selection process for the position currently held. Regular employees must have successfully completed their initial probationary period.

Please carefully follow application procedures at the end of the announcement.

Position summary

Performs, designs, and coordinates Oregon Zoo's technical maintenance functions and repairs for Heating, Ventilation and Air Conditioning (HVAC), Refrigeration, and Potable water filtration, or, other complex, multi-skill, technical functions; and is responsible for developing the Zoo's overall technical HVAC/R support systems, equipment, purchasing, contractor, emergency service, records, shop, and safety. Responsibilities include installation, alteration, preventive maintenance and quality assurance as well as interfaces with curators and animal keepers, contractors, and other maintenance staff.

Essential job duties

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Consults with the maintenance lead and other staff as necessary to determine the Zoo's overall HVAC or requirements; and prepares, technical specifications, and project plans as required.
- Performs and coordinates technical system evaluations involved with HVAC, or other specialties. Also arranges for engineer, scientific, contractor, consultant or other services. Performs and coordinates mechanical maintenance, repairs, and replacements on HVAC, refrigeration equipment or pumps, boilers, chillers, filters, blowers and other heating, cooling, water or air

filtration systems and equipment as required. Performs work in a commercial and restaurant setting as necessary.

- Performs scheduled preventive maintenance; inspects, lubricates, tests and replaces parts including compressors for HVAC and potable water filtration equipment.
- Occasionally works with maintenance staff to ensure that work is completed correctly and in a timely manner; ensures timely and accurate records of maintenance work.
- Troubleshoots, repairs, and performs unscheduled maintenance, modification or replacement of mechanical parts, pipes, ducts and equipment.
- Performs HVAC controls testing; trains in and performs other testing procedures.
- Installs new HVAC and water quality control equipment and systems as necessary.
- Orders replacement parts and maintains parts inventory.
- Observes and performs all work in accordance with industry and safety procedures.
- Completes maintenance and repair records. Maintains Refrigerant records for the Zoo.
- Coordinates and performs emergency services diagnostics, troubleshooting and repair functions and is responsible for controls, backup systems, and alarms.
- Examples of specific HVAC duties for this position will include maintaining heating systems, air-conditioning units, mechanical systems, pumps, Boilers, Hot water heating systems and electrical motors; humidification work; plumbing maintenance; work on water pressure reducing stations; HVAC control maintenance devices including); pneumatic and electric control service; welding; soft and silver soldering; hydronic and airside filtration maintenance and repair; and all work necessary for the operation of HVAC systems and Water heating and cooling systems the zoo and other Metro facilities.
- Compiles data for reports.
- Assists the public, public officials and other employees in a professional and courteous manner.
- Develops safe work habits and contributes to the safety of self and co-workers.
- Contributes to a positive team atmosphere.
- Maintains regular and punctual attendance.
- Performs assigned duties during an emergency situation.
- Other duties as assigned.

Minimum Requirements

- Trade certification or equivalent
- Five years progressively responsible experience
- Possession of a valid driver's license
- Ability to obtain within six months any other certifications and licenses that may be required, such as a Universal Refrigerants License, or for HVAC, Limited Maintenance Electrician (LME).

Knowledge, skills and abilities

- Knowledge of and maintenance of complex heating ventilation and air conditioning (HVAC), and refrigeration systems or other designated professional and technical functions and services standards, practices, methods, tools and materials.
- Knowledge of electronic control systems such as programmable logic controls (PLC).
- Knowledge of occupational hazards involved and the safety precautions necessary in HVAC, or other designated technical functions.
- Knowledge of appropriate professional and technical subjects such as involved mechanics and thermodynamics in HVAC.
- Skill to locate and analyze problems and performing diagnostic and corrective action.
- Skill to work or prepare penciled sketches, layouts, specifications, blueprints and written instructions.
- Skill to use and operate standard and specialty systems, tools and equipment of the trade, including, for example, refrigerant removal pump, vacuum pump, and gauges, and brazing and welding equipment, or centrifugal pump equipment, water chilling/cooling towers, Boilers and Water heaters, and heat exchangers.

- Skill to organize, plan and project participation.
- Skill to operate a personal computer and associated software, radios, and cell phones.
- Ability to estimate materials required for complex large scale projects.
- Ability to read and interpret rules, regulations and codes.
- Ability to lead and provide technical oversight to skilled, semi-skilled, contractor, and other workers.
- Ability to physically perform manual work indoors and outdoors under severe climate conditions and perform essential duties of the position including lifting 50 pounds.
- Ability to work around exotic and sometimes dangerous animals and to react quickly to hazardous conditions.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to communicate clearly and concisely and to understand, issue, and follow written and oral instructions.
- Ability to be meticulous in the cleanup of work areas within shop, field, or animal exhibit areas.
- Ability to respond and troubleshoot emergencies and make necessary repairs.
- Ability to obtain and maintain special licensing as required.
- Ability to apply Federal, State, and local policies, procedures, laws and regulations for respective field.
- Ability to use discretion with confidential and sensitive matters.
- Ability to provide excellent customer service by meeting the needs and interacting with employees, volunteers, vendors, the public, and others encountered during the course of work in a courteous and professional manner.
- Ability to establish and maintain cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work.
- Ability to work in a safe manner and follow Metro safety policies, practices, and procedures.
- Ability to perform the assigned duties of the position.
- Ability to develop knowledge, skills, and abilities and to obtain and maintain certifications and license.

Working conditions

Duties may require prolonged strenuous efforts in hazardous locations, contaminated areas, enclosed spaces, at heights, under inclement weather and other adverse conditions.

Benefits: Metro provides generous health care benefits that vary depending on the plan the employee chooses, bargaining unit affiliation, and employment status. Metro participates in the Public Employees Retirement System (PERS).

Immigration law notice: Only US citizens and those authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.

Veterans' preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for this job, check the appropriate box on the Metro employment application. **To qualify**, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Submit 1) a completed Metro Veterans' Preference form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Submit 1) a completed Metro Veterans' Preference form, 2) a copy of your DD-214 or DD-215 indicating discharge status and 3) your public employment preference letter from the US Department of Veterans' Affairs.

Application procedure

This position opens to internal and general candidates on September 9, 2010.

To apply, submit the following

1. Metro/MERC standard application form
2. Responses to the required supplemental questions listed below

Note: If you do not include all of these materials, your application will be incomplete and will not be considered.

Required supplemental questions

- All applicants must submit a written or typed response to each of the following.
 - The responses must be addressed individually and included with the application on a separate sheet(s).
 - Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
 - Your responses will be used as part of your application evaluation.
1. **Describe your experience working with commercial HVAC systems, refrigeration and commercial water filtration systems.**
 2. **Describe an experience that required you to troubleshoot a mechanical failure or problem, and explain the steps you took to successfully resolve the problem.**
 3. **Describe your experience working with a preventative maintenance system. Did you develop the system, research software or input the maintenance schedules?**

Submit your application

Deadline: 5 p.m., September 16, 2010 (internal)
5 p.m., September 23, 2010 (general)

E-mail: jobs@oregonmetro.gov
Please include the word "Application" in the subject line of your e-mail.
Electronic attachments must be in MS Word or PDF format. We are unable to download ZIP files.

Mail or drop off: Metro Human Resources Department
600 NE Grand Ave, Portland, OR 97232

Fax: 503-797-1798

Important notes about your application

- Applications received after the deadline will not be considered.
- The date and time of our e-mail/fax system will be used to determine if application materials are received by 5 p.m. on the deadline.
- Any unsolicited materials will not be considered. All materials submitted become the property of Metro and will not be returned.

Follow-up

After the application deadline, it usually takes about three to four weeks before the hiring manager selects those individuals who will be interviewed. You can find out the status of a position for which you've applied by: (1) calling the job hotline at (503) 797-1777 and listening for the recruitment update prompt; (2) accessing Metro's website at www.oregonmetro.gov/jobs and clicking on the Recruitment Status Updates link. Weekly recruitment status updates will be posted on the job hotline and web site every Friday.

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