

Employment Opportunities

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



Metro | *Metropolitan Exposition Recreation Commission*

Chief Engineer

Oregon Convention Center

General recruitment

Status:	One full-time position
Work location:	Oregon Convention Center 777 NE Martin Luther King Jr. Blvd, Portland, OR
Salary range:	\$54,694 - \$79,306 annually This position is not represented and is exempt
Recruitment number:	OCC-8318-Aug10
Application deadline:	August 31, 2010

*This position participates in MERC's merit-based compensation program.

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

Position summary

Supervises and coordinates the work of staff involved in specialized work, such as building HVAC maintenance and repair, and general building maintenance and repair. Assists in the implementation of policies, programs and services to ensure effective utilization of resources and regulatory compliance.

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.

- Supervises, prioritizes, assigns and reviews the work of staff involved in all aspects and areas of building HVAC maintenance and repair, preventative maintenance, general building maintenance and repair; ensures that subordinate staff has clear work direction and guidance.
- Hires and trains employees; plans, assigns and directs work; appraises performance; rewards and disciplines employees; addresses complaints and resolves problems; carries out the full spectrum of supervisory responsibilities in accordance with the agency's policies and applicable laws.
- Maintains research and evaluates HVAC control systems, mechanical, plumbing, chillers, cooling towers, refrigeration, boilers and associated equipment; recommend improvements, modifications and purchases.
- Coordinates HVAC maintenance and repair, food service equipment maintenance and repair, and general facility repair work.
- Oversees maintenance and repair of all rolling stock.
- Repairs, adjusts and maintains facility doors and hardware

- Coordinates facility painting and carpentry needs.
- Meets, and coordinates work, with vendors and contractors.
- Develops and implements facility inspections and inventory controls to ensure all building repairs and needs are met.
- Collaborates and coordinates projects with clients, promoters, exhibitors, vendors and contractors.
- Coordinates activities with other departments to ensure services are appropriate and performed in an efficient and timely manner.
- Manages department inventory of supplies, materials and equipment; plans and schedules necessary equipment; ensures all equipment is in good working condition; contracts maintenance and repair services of equipment.
- Assists with budget preparation and capital projects for assigned areas.
- Assists in the development and implementation of policies, practices and procedures.
- Ensures that practices, policies and priorities of assigned projects and functions are followed; assists with monitoring and evaluating processes, methods and procedures.
- Ensures work is performed in compliance with codes, ordinances, regulations and other requirements, including but not limited to, NFPA, Leadership in Environmental and Energy Design Certification (LEED), and OSHA.
- Other duties which may be necessary or desirable to support the agency's success.
- Performs other related duties as assigned.

Minimum requirements

- High school diploma or GED, specialized training in the building maintenance of HVAC or related building systems
- A minimum of five (5) years of experience in general maintenance & repair of HVAC related building systems and knowledge of complex mechanical systems
- A minimum of three (3) years of lead or supervisory HVAC experience, or an equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.
- Current and valid driver's license issued in the state of residence.
- May be required to obtain a current and valid forklift certification.

Knowledge, skills and abilities

- Knowledge of technical specialties appropriate to the area of assignment, HVAC systems, refrigeration, plumbing and mechanical equipment repair.
- Knowledge of building maintenance and grounds maintenance processes, considerations, equipment and supplies.
- Knowledge and experience with DDC, VFD and pneumatic systems.
- Knowledge and experience with BMS.
- Knowledge and experience with CMMS.
- Knowledge of pertinent Federal, State and local laws, codes and regulations that affect and impact work.
- Skill in the use of various hand and power tools used in assigned technical area.
- Ability to interpret and apply administrative and departmental policies and procedures, facility operational procedures and union agreements.
- Ability to use Windows based computer system.
- Ability to use good judgment and make sound decisions in a fast-paced environment.
- Ability to analyze information and use logic to resolve issues and problems.
- Ability to read and interpret schematics, drawings and blueprints.
- Ability to manage staff and resources in an effective and efficient manner.
- Ability to effectively guide, direct, motivate and discipline staff.
- Ability to establish and maintain cooperative working relationships with all persons contacted in the course of work.
- Ability to communicate clearly and concisely, both orally and in writing.

- Ability to prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate.
- Ability to work effectively with information management systems, and adapt quickly to system changes and updates.
- Ability to work nights, weekends and holidays.

Alcohol/Drug: MERC conducts testing for alcohol/prohibited drugs in accordance with MERC Personnel Policies Section 12.9.

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 general candidates on August 17, 2010.

To apply, submit the following

1. Metro/MERC standard application form
2. Responses to the required supplemental questions listed below
3. Resume, including dates of employment
4. Cover letter describing your experience as it directly relates to the duties of this position

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 implementing and administering CMMS.
 2. Describe enthalpy and how it relates to energy usage in facilities.
 3. Describe your experience with BMS and commissioning building systems.
 4. Describe your experience with chillers, cooling towers, and chemical treatment. Describe the relationship between these items.

Submit your application

Deadline: 5 p.m., August 31, 2010

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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