

# Employment Opportunities

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**Metro** | *Metropolitan Exposition Recreation Commission*

## Department Head Stagehand - Flyrail

Portland Center for the Performing Arts  
Internal, FOTA and general recruitment

<b>Status:</b>	One part- time position
<b>Work location:</b>	Portland Center for the Performing Arts 1111 SW Broadway, Portland, Oregon
<b>Pay:</b>	\$23.53/hour This position is represented by IATSE Local 28 and is non-exempt
<b>Recruitment number:</b>	PCPA-8455-July09
<b>Application deadline:</b>	July 28, 2009 (internal) July 28, 2009 (FOTA) August 4, 2009 (general)

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

**First Opportunity** applications will be accepted from residents who live within the First Opportunity Target Area (FOTA) and who meet the qualifying annual household income limit of less than \$25,000 as an individual, or \$40,000 for an entire household, for the past 12 months. If you qualify, please complete the attached Economically Disadvantaged Status Questionnaire. The recruitment process begins with internal applicants who are screened and interviewed. If no internal candidates are selected, then the First Opportunity applicants will be considered.

**General** applications will be accepted from all applicants.

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

### Position summary

This position functions as a working supervisor and is responsible for overseeing all aspects of operating, monitoring, safety and inspecting the Flyrail system, including fabrication, maintenance, repair, placement, counter weighting, handling, setting, striking and dismantling the Flyrail, pinrail and rigging application. Under the supervision of the operations director or the stage supervisor, the Flyrail Department Head supervises use of house and user equipment and installation of user equipment. Workload varies with each theater and show and includes collaborating with show personnel and management representatives to meet show needs. This position oversees the work of Flyrail personnel and ensures safety of Flyrail operations.

### 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.

- Operates, monitors and inspects all aspects of the Flyrail systems, including fabrication, maintenance, repair, placement, counter weighting, handling, setting, striking and dismantling the Flyrail, pinrail and rigging application.

- Supervises the use of house and user equipment and installation of systems and equipment provided by user groups, and integrates user systems with house systems.
- Enforces adherence to safety procedures in Flyrail operations. Maintains inventory of related equipment and apparatus to ensure conformance to safety standards.
- Establishes and maintains clear communication and cooperative working relationships with management representatives.
- Collaborates with show personnel (technical directors, road crew, local crew) to fulfill the needs of each individual show.
- Manages and supervises the work of Flyrail personnel.
- Performs related duties as assigned.

## Minimum requirements

High school diploma or GED, and five years experience in stage trades, including three years of experience in operating Flyrail systems; or any combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. Possession of, or the ability and willingness to obtain, a current Cardio-Pulmonary Resuscitation certificate.

## Knowledge, skills and abilities

- Thorough knowledge and experience in the operation and proper handling of all components of Flyrail systems.
- Knowledge of maintenance and repair of Flyrail systems.
- Knowledge of safe work practices and procedures for operating Flyrail systems.
- Ability to manage and supervise the work of Flyrail personnel.
- Ability to use sound independent judgment and diplomacy.
- Ability to work flexible schedule, including extended evenings and weekends.
- Ability to communicate effectively in a clear and concise manner, both orally and in writing.
- Ability to work independently and function as a team leader and team member, and establish and maintain cooperative relationships with those contacted in the course of work.
- Ability to perform a variety of functions that require sustained, strenuous physical exertion including activities such as moving and heavy lifting of items of more than 100 pounds, stacking, pushing, pulling, bending, twisting, climbing and standing on concrete for extended periods during load ins, load outs, rehearsals and performances. Ability to work at heights. Ability to work in dark conditions during performances and rehearsals and to work in noisy environments for prolonged periods.

**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). Employees hired after August 2003, who have not previously worked in a PERS benefited position will participate in the OPSRP program; eligibility for OPSRP generally begins the first of the month after working 6 full months. Eligibility for Tier 1 or Tier 2 PERS generally begins after working 600 or more hours in a 12-month period.

**Immigration law notice:** Only US citizens and aliens 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 the job for which you are applying, check the appropriate box on the Metro application. If an application is not requested as part of the application process, indicate your desire for veteran's preference consideration in your cover letter. **To qualify**, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating

discharge status. Disabled Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 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, FOTA and general candidates on July 20, 2009.

## To apply, submit the following

1. Metro/MERC standard application form
2. Applicant contact information form (located on page 3 of the application)
3. Responses to the required supplemental question listed below

## Required supplemental question

- All applicants must submit a written or typed response to the following.
- The response 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. Please describe why your background and experience make you the ideal candidate for this position?

## Submit your application

**Deadline:** 5 p.m., July 28, 2009 (internal)  
5 p.m., August 4, 2009 (FOTA)  
5 p.m., August 4, 2009 (general)

**E-mail:** [jobs@oregonmetro.gov](mailto: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.

**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 be discarded. 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](http://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. When accessing recruitment updates, you will need to know the title of the job for which you applied.

## An Equal Opportunity/Affirmative Action Employer