

Employment Opportunities

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www.oregonmetro.gov/jobs



Facilities and Grounds Manager – Oregon Zoo

(Manager II)

Internal and general recruitment

- Status:** One full-time position
- Work location:** 4001 SW Canyon Rd., Portland, OR
- Salary range:** Starting salary is \$85,577 annually
This position is not represented and is exempt
- Recruitment number:** Zoo-1420-May10R
- Application deadline:** Open until filled.

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.

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

Position summary

The Oregon Zoo is seeking an experienced manager who is well versed in facilities, horticulture and general physical plant operations. The person in this position will be an innovative thinker who is passionate about sustainable practices and the Zoo's mission of "Inspiring our community to create a better future for wildlife." A progressive leader with a proven track record overseeing a multi-facility campus with diverse operations would be successful in this position.

This position is responsible for managing the maintenance, horticulture and operations work areas of the Oregon Zoo. Using sustainable business practices, this position oversees all grounds, facility and infrastructure maintenance on the 64-acre Oregon Zoo campus. A strong emphasis for this position will be to work closely with Zoo staff on creating a facility preventative maintenance schedule; providing leadership in efficient operations in the warehouse; improving guest experience through custodial best practices; and improving sustainable practices as it relates to daily operations and fleet maintenance. An equally strong focus is placed on the botanical collection and overall appearance of the zoo grounds. A strong presence in conservation is realized by all three work areas, especially the horticulture department. Specific areas of emphasis include the management of landscape and horticulture, facilities maintenance and repair, railroad and fleet maintenance, custodial services, oversight of telecommunication infrastructure contracts, renewal and replacement program, preventative maintenance system, emergency repairs, small scale renovation projects and safety aspects of all work performed by the division. This position coordinates with other zoo divisions for efficient and effective daily operations. This position is responsible for direct supervision of the operations and horticulture supervisors, a project coordinator, maintenance electrician, administrative assistant and a maintenance lead. Additional responsibilities include preparation and management of annual budgets, contract development and administration, direct involvement with project management, long-range planning and strategic development for infrastructure and facilities.

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.

- Prepares short and long range goals for the maintenance, horticulture and operations work areas, including oversight of the execution and management of those goals.
- Provides leadership and strategic vision for the landscape and horticulture goals of the park, including conservation goals and support for the animal browse program. Maintains a high level of cooperation with Animal Managers to provide needed browse and exhibit refreshment that improves animal welfare.
- Manages and directs supervisors, professional, technical and trade positions, with responsibility for the selection of new employees, performance management and performance evaluation processes.
- Recommends appropriate sustainable practices and new technology solutions to further effective and efficient operations.
- Supports labor–management cooperation.
- Promotes respect for diversity as a key organizational value.
- Develops and manages the division budget; oversees controls to ensure expenditures are within limits appropriated through the budget.
- Supports organizational vision and mission, and aligns division goal accordingly.
- Fosters emergence of hidden talents in workforce.
- Responsible for oversight of the division's contracting and procurement activities. Prepares and executes consultant contracts and inter-governmental agreements; ensures federal, state and local contract requirements are met and that contracts meet project goals.
- Oversees the division's daily work activities. Meets with project teams to discuss project issues and decide appropriate course of action. Ensures priority needs are addressed and that projects and program areas meet schedules and budgets.
- Prepares required reports or information in a timely manner as requested. Encourages on-going training and makes these opportunities available.
- Explains policies, procedures and work rules clearly, and enforces them fairly.
- Participates in formulation and evaluation of policies and strategic direction for the division; assures that Metro's goals for sustainable operations and fiscal management are met.
- Includes staff and stakeholders when developing strategic and contingency plans.
- Develops appropriate guidelines to carry out policies, and explains the purpose behind policies and programs.
- Develops and implements quality standards; evaluates processes and procedures to ensure maximum efficiency and effectiveness of sustainable operations.
- Administers the city of Portland Facilities Permit Program.
- Provides oversight in conjunction with experienced staff in the areas of project management, automation controls, telecommunications, fire/safety and security systems.
- Coordinates with other zoo divisions to ensure efficient and effective sustainable operations.
- Performs other related duties as assigned.

Minimum Requirements

Bachelor's degree and six years progressively responsible experience in operations and grounds management including prior experience managing in an environment with multiple facilities and grounds accessible by the public; or any combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. A focus on conservation and green practices is preferred.

Knowledge, skills and abilities

- Thorough knowledge of facility management practices, utility maintenance, information technology systems, skills utilized in horticulture, custodial services, and all local building codes, and other applicable laws and regulations.
- Knowledge of project management and coordination, including contract negotiation.

- Knowledge of principles and practices of record keeping and administration.
- Knowledge of effective management, including team building, personnel supervision, training and performance evaluation.
- Knowledge of customer service and public responsibility in operation of public facilities.
- Knowledge of safe work practices.
- Knowledge of budget implementation and monitoring.
- Values diversity and sets an example for others.
- Ability to supervise, train, schedule and evaluate assigned staff.
- Ability to manage projects and prioritize work.
- Ability to develop, implement and monitor division budget.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to evaluate and resolve problems.
- Ability to negotiate with contractors, staff and other zoo divisions.
- Ability to understand and support concepts of collective bargaining.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to perform basic and advanced math.
- Ability to use personal computers and other related equipment and software.
- Ability to provide planning, leadership and technical oversight in developing goals and objectives for assigned area.
- Ability to organize and analyze information for preparation of clear and concise reports.
- Ability to maintain safety programs stays current with regulation and industry practices, and conduct training.
- Ability to continuously seek ways to improve efficiencies and service to the public.
- Ability to embrace change and innovation when appropriate.
- Ability to strategically weigh risks and benefits of actions, prior to taking action.

Working Conditions

Requires outside work with exposure to weather extremes, indirect exposure to exotic animals, direct exposure to the public, and areas that may be under construction. Employees may encounter hazardous situations, equipment and conditions found in such environments. Travel, evening meetings and work over 40 hours per week may be required.

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.

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 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 and general candidates on June 18, 2010.

To apply, submit the following

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

Submit your application

Deadline: Open until filled.

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 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 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.

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