

Employment Opportunities

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www.oregonmetro.gov/jobs



Metro | Metropolitan Exposition Recreation Commission

Set-up Custodian

(Utility Worker I)

Oregon Convention Center

Internal and FOTA recruitment

Status:	Multiple full- time positions
Work location:	Oregon Convention Center 777 NE Martin Luther King Jr. Blvd, Portland, OR
Pay range:	Entry rate: \$14.23/hour; after probation: \$16.03/hour This position is represented by AFSCME Local 3580-1 and is non-exempt
Recruitment number:	OCC-8190-July09
Application deadline:	July 21, 2009 (internal) July 28, 2009 (FOTA)

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.

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

Position summary

Under the direction of the Set-Up Supervisor, this position performs entry level clean up and set-up tasks at the Oregon Convention Center. Duties include setting up tables, chairs and staging, performing cleaning tasks by hand and with scrubbing, vacuuming, pressure washing and carpet cleaning machines.

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.

- Performs cleaning and sanitary maintenance duties at OCC, including sweeping, mopping, waxing, vacuuming, dusting and emptying trash containers.
- Cleans mirrors, windows, walls and drinking fountains.
- Performs set-up and break down of tables, chairs, bleachers, ramps, dance floors, air walls and staging, and hangs drapes, as required for conventions, meetings and other OCC events using diagrams and descriptions.
- Cleans restrooms and replenishes towels, tissue and soap.
- Cleans employee break room and loading dock.

- Provides excellent customer service to the public; gives directions and answers questions.
- Monitors building during shows to ensure restrooms are stocked, trash containers are emptied and water services are replenished.
- Assists catering company when needed.
- Provides special outside set-ups, which may require work on elevated platforms or ladders.
- Performs other related duties as assigned.

Minimum requirements

High school diploma or GED, one year in a similar utility position and three years of dependable, reliable work experience, with the ability to get along with others, and a willingness and ability to learn the duties of this job; or any combination of education and experience which would provide the candidate with the desired skills, knowledge and ability required to perform the job. Must be available to work evenings, weekends and holidays. Possession of a valid driver's license issued in the incumbent's state of residency. Possession of, or the ability to obtain, a forklift operator certification. Requires willingness to be Cardio-Pulmonary Resuscitation (CPR) certified.

Knowledge, skills and abilities

- Basic knowledge of the materials, methods and equipment used in a facility cleaning operation.
- Skill in the use of janitorial equipment and janitorial safety procedures.
- Skill in setting up for events in a quick and efficient manner.
- Ability to learn facilities layouts.
- Ability to properly operate motorized and mechanical janitorial equipment used in performance of the job.
- Ability to understand and follow verbal and written instructions including operating manuals and application instructions supplied by product manufacturers.
- Ability to read and understand schematic setup diagrams.
- Ability to get along with supervisors, co-workers, staff and the general public.
- Ability to provide excellent customer service.
- Ability to perform all necessary setup of tables, chairs, staging for conventions, meetings and other OCC events.
- Ability to walk, stand and work on concrete floors for extended periods of time.
- Ability to bend, stoop, climb stairs and reach frequently.
- Ability to work on elevated platforms or ladders.
- Ability to lift and carry up to 50 pounds regularly and up to 100 pounds occasionally. Heavier objects will be lifted with assistance.

Working conditions

Work is performed predominately indoors, but requires some work outdoors with exposure to all types of weather conditions. Work is physical in nature and often requires a fast pace and exertion. Incumbent is exposed to various cleaning chemicals and dust. Gloves, masks and other personal protective equipment are required while performing some duties.

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), contributing both the employer and employee portion. 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 and FOTA candidates on July 13, 2009.

To apply, submit the following

1. Metro/MERC Set-up Custodian application form
2. Responses to the required questions listed on page 3 of the application
3. Applicant Contact Information form (located on the last page of the application)

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

Submit your application

Deadline: 5 p.m., July 21, 2009 (internal)
5 p.m., July 28, 2009 (FOTA)

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.

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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