

# Classification Description



**Title:** Facilities Engineering Manager  
**Department:** Oregon Convention Center  
**Job Code:** 1332  
**Pay Grades:** 539  
**FLSA Status:** Exempt

**Bargaining Unit:** Non-represented  
**Established:** 05/2022  
**Revised:**  
**EEO Category:** Professionals

## CLASSIFICATION DESCRIPTION

This position will provide direct management and supervision of the building engineering team and supervising electrician. Responsible for maintaining the venue's HVAC, refrigeration, digital controls, mechanical, plumbing, electrical systems and commercial kitchen equipment. As a technical contributor and subject matter expert on design teams for future and current capital improvements, this position will plan, research, analyze, recommend and implement innovative procedures to enhance and accomplish departmental and organizational goals.

## DISTINGUISHING FEATURES

This is a single unit classification distinguished by the increased levels of responsibility, supervision of assigned staff, reporting structure, planning and budget responsibility.

## DUTIES AND RESPONSIBILITIES

1. Supervises daily functions of engineering team and supervising electrician responsible for maintaining Oregon Convention Center's (OCC) mechanical and electrical system infrastructure. Responsibilities include performing preventive maintenance and repairs to the HVAC, building automation controls (BAS), refrigeration, mechanical, plumbing and electrical systems.
2. Assigns work, evaluates performance and provides professional development (mentorship, coaching, and training of processes and best practices) to the team of employees performing these services. Provides support and leadership for the continued success of the engineering apprenticeship program. Reviews timecards, approves vacation requests, work schedules and other administrative functions.
3. Organizes and oversees the daily work activities of assigned staff for preventative maintenance and service requirements in order to optimize productivity, teamwork and results. Ensures priority needs are addressed and that projects and program areas meet schedules and budgets. Reviews and verifies computerized maintenance management system (CMMS) work orders.
4. Identifies, plans, implements and assigns process improvement opportunities for the department to improve efficiency of operations. Conducts research; provides input, analysis and recommendations to implement identified process improvements to enhance workflow, operational and energy efficiencies, etc. Meets with project teams to discuss project issues and recommends appropriate course of action.
5. Coordinates efforts and activities with other internal work units and departments, outside

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- agencies and organizations, and contractors. Participates in, and/or leads, various meetings and workgroups. Responsible for leading and maintaining the focus for the Energy Trust of Oregon Strategic Energy Management program. Provides support for LEED Certification efforts through energy management and ongoing system commissioning.
6. Provides contract management and coordination for engineering related contacts including Alerton Building Automation System (BAS), Fire Sprinkler, Fire Drop Door, Fire Suppression, Hood Cleaning, Emergency Generator, Plumbing, Refrigeration, Kitchen Equipment Maintenance, Elevator and Escalators.
  7. Performs budget related duties for assigned department. Provides research and recommendations to the Director of Facilities and Operations for operational and capital budget process. Monitors service levels, labor costs, products and prices to help assure compliance to established budget and to provide input to budget formulation and service planning; prepares cost/project estimates and contract management.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.
2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
  - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
  - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
  - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
  - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
  - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
  - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
  - Works in a safe manner and follows safety policies, practices and procedures.
  - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
4. Performs other duties as assigned.

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## JOB SPECIFICATIONS

### Education/Licensing and Work Experience:

- Associate's degree or equivalent and,
- Four years of directly related experience and,
- Three years of supervisory experience and,
- Possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier or,
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the essential job duties.

### Preferred:

- In depth knowledge of commercial building HVAC systems, commercial maintenance procedures, and commercial facility fire and life safety systems, commercial kitchen equipment maintenance and repair.
- Limited Maintenance Electrical License (LME).

### Knowledge, Skills and Abilities

- Knowledge of effective management, including team building, personnel supervision, mentoring, training and performance evaluation.
- Knowledge of facility maintenance and management practices, utility maintenance, skills utilized in facility maintenance, and all local building codes, and other applicable laws and regulations.
- Knowledge of principles and practices, and the legal requirements, regulations, and laws applicable to area of assigned responsibility.
- Knowledge and expertise in areas of facility infrastructure maintenance and use of computerized maintenance management systems (CMMS).
- Knowledge of the event based building management practices, scheduling and prioritizing.
- Knowledge of budget administration and expenditure control.
- Knowledge of computer software programs: Microsoft Outlook, Teams, SharePoint, Word, Excel, Ungerboeck, CMMS.
- Skills to provide technical expertise, project management, and apply troubleshooting skills as they relate to facility maintenance and oversight.
- Ability to provide planning, leadership and technical oversight in developing goals and objectives for assigned area.

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- Ability to review and evaluate work performed by staff and contractors for quality, and recommend repair or modification to ensure work is performed to the standard expected.
- Ability to maintain safety programs, stay current with regulation and industry practices, and conduct training.
- Ability to identify deficiencies in the facility and develop solutions for correction of deficiencies.
- Ability to supervise, train, schedule, implement and evaluate tasks and activities of staff.
- Ability to establish and maintain working relationships with staff across all departments to accomplish the goals of the venue.
- Ability to use good judgement and make sound decisions in a fast paced environment.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to lead teams, manage staff and resources in an effective and efficient manner.
- Ability to analyze and evaluate operational effectiveness.
- Ability to read and review architectural blueprints and technical specifications.
- Ability to be flexible and adaptable to changing and competing priorities.
- Ability to maintain confidentiality and discretion with sensitive matters.
- Ability to perform essential duties and responsibilities.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
- Ability to successfully pass the background check and screening requirements if required for the position.

### **SUPERVISION RECEIVED:**

- Supervision is received from an assigned Supervisor or Manager.

### **SUPERVISION EXERCISED:**

- Full supervisory authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline, or to adjust grievances.

### **TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING**

- All standard office equipment including but not limited to computer, printer, and copy machines.
- Computer software related to the position.

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### WORK ENVIRONMENT

- Work is generally performed in an office environment, with frequent interruptions and irregularities in the work schedule.
- Frequent reaching, walking, standing, lifting, stooping, or carrying of equipment and materials may be required.
- Work over 40 hours per week may be required and the ability to respond to after hour emergencies. Incumbents may be required to lift and carry up to 10 pounds.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.*