

# Facilities Compliance Coordinator Internship

## College to County Intern 2021 - Department of County Assets

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<b>Pay Rate:</b>	\$15 - 20 per hour
<b>Job Type:</b>	Temporary College Intern
<b>Duration:</b>	Summer 2021
<b>Hours:</b>	30 - 40 hours a week
<b>Location:</b>	Virtual/Blanchard Building - 401 N. Dixon St. , Portland OR 97227

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In Facilities and Property Management (FPM), we support the mission of Multnomah County to provide vital services to the citizens of the county. We:

- Manage over 3 million square feet in over 130 county-owned or county-leased buildings and property.
- Fulfill over 17,000 work orders in a typical year.
- Plan for the county's future space needs strategically and proactively.
- Coordinate the design and construction of vital new buildings that modernize the services we provide to the citizens of the county.
- Ensure our buildings operate in a safe, accessible, healthy, energy-efficient and cost-effective manner.

### Internship Description:

The **Compliance Internship** will provide an opportunity to work with the FPM Compliance team. This group is responsible to identify, manage, & maintain all facility-related regulatory compliance and safety issues. Programs that this team oversees include employee safety (hearing protection, bloodborne pathogen, confined space, fall protection...) and environmental health (stormwater management, hazardous waste, drinking water...).

Duties in this internship may include:

- Site visits (following Covid guidelines) to County buildings to assist with inventories
- Vendor inventory processing
- Assist with Safety Data Sheets (SDS) management
- Meet with vendors to provide building access
- Fire Inspection findings

Ideal skills and characteristics to make you successful in this role include:

- A dedication to customer service
- Good communication, both verbal and written
- Attention to detail

- Team focused
- Self-motivated
- Desire to develop experience with Occupational Health/Industrial Hygiene or regulatory compliance

**Minimum Qualifications:**

- Working toward a degree in Facilities Management, Industrial Hygiene, Occupational Health, or related fields
- Knowledge of the general principles of regulatory compliance
- Experience with Microsoft Word/Excel and Google docs/forms
- Ability to work cooperatively and develop effective working relationships with diverse work groups.
- Ability to communicate with customers and team members via phone, email or in person.
- Ability to both follow directions and work independently
- A valid driver license
- Must pass a criminal background check

**Veterans' Preference:**

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our veterans' preference website for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

**Accommodation under the Americans with Disabilities Act:** We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

**Application Instructions:**

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 4th, 2021.