

Facilities Tech Team- Buildings: Architectural Internship

College to County Intern 2025 -Facilities & Property Management

Multiple Positions (two)

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2025 - 12 weeks

Hours: 36 - 44 hours a week (Full Time = 80 hrs in 9 days - Alternate Fridays Off)

Telework: Hybrid (2+ days on site weekly)

Building Physical Location: 401 N Dixon St, Portland, OR 97227

Does This Position Require Driving a County Vehicle:

Yes, the intern will need a driver license and will drive a county vehicle.

TriMet Passes are available if transportation to County facilities is required.

Eligibility requirements and more details found on our College to County [website](#).

What Does the Building Data Management Center Do?

In the Facilities and Property Management (FPM) Facilities Technologies Team (FTT) we are internal service providers who uphold the mission of Multnomah County by providing support to all County Departments and their Programs so they are able to provide vital services to the citizens of the county. This Includes:

- Managing over 4.5 million square feet in over 165 county-owned or county-leased buildings and property.
- Planning for the county's future space needs strategically and proactively.
- Coordinating the design and construction of vital new buildings that modernize the services we provide to the citizens of the county.
- Ensuring our buildings operate in a safe, accessible, healthy, energy-efficient, and cost-effective manner.
- Implementing future focused systems and procedures

The Facilities Technologies Team (FTT) is responsible for most documentation needed for Facilities Operations and Maintenance. FTT does this by keeping up to date Revit models for each facility.

Internship Description & Responsibilities:

- Create and maintain Building Information Models via Revit
- Audit CAD and Revit files to assure accuracy of real world conditions

- Interact with stakeholders to identify opportunities for collaboration.
- Maintain a database of Historical Construction Documents
- Curtail data flows to make work more efficient
- Help maintain data flows from project to operations.
- Gain experience in building lifecycle management
- Hone Revit skills that have become industry standard
- Learn the intricacies of work at a government level

Education and Minimum Qualifications:

- Minimum 2 full years of Architectural or Engineering Education
- Minimum 2 years experience using Autodesk Revit
- Minimum 1 year experience using Autocad
- Experience with Google Suite including Docs, Sheets, and Drive

Preferred Qualifications:

- AAS in Architectural Design and Drafting or Equivalent
- 2 years experience working with commercial building design or construction
- Experience in BIM data management
- **Please upload examples from your Revit Portfolio or give a hyperlink to where your Revit Portfolio can be viewed. (Portfolio is encouraged, but not required)**

Workforce Equity:

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to equal employment opportunity faced by our employees and communities. Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

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](#). **Please upload examples from your Revit Portfolio or give a hyperlink to where your Revit Portfolio can be viewed. (Portfolio is encouraged, but not required)**