Fleet Asset Management Internship
College to County Internship 2025 - Department of County Assets

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Pay Rate: $24 per hour

Job Type: Temporary College Intern

Duration: Summer 2025 - Starting in June - 12 weeks

Hours: 40 hours a week

Telework: Hybrid

Building Physical Location: 1620 SE 190th Ave., Portland, OR 97233

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: No

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

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

What Does DCA Fleet Services Do?

The DCA Fleet Services program provides and manages the 800+ vehicles used by County programs who provide services to the community.

County programs use vehicles to bring health, justice, and public safety services directly to our most vulnerable populations. When we bring services directly to those who need them, we preserve dignity, promote equal opportunity, and engage more people in our community.

DCA Fleet Services staff are responsible for purchasing, maintaining, repairing, and disposing of the County's vehicles and heavy equipment. Our goal is to partner with County programs to ensure their vehicles are safe for drivers and passengers, have the equipment they need to provide

critical services in the community, and support a climate resilient community through the reduction of fossil fuel dependency.

Internship Description & Responsibilities:

Decisions about our fleet management and best stewardship of taxpayer dollars are based on the data we carefully manage for each vehicle or piece of heavy equipment. The goal of this project is to update, expand, and build our asset management capacity. This will support critical decision-making and long term planning, as well as larger projects, such as Fleet's electric vehicle transition.

The intern in this role will work directly with our Fleet Data Analyst. Responsibilities include:

- Researching vehicle attribute data across a variety of sources, such as Federal and commercial websites, paper files, and digital scans. Example attributes: weight class, tire size, and fuel type.

- Gathering information about individual vehicles. What specialized equipment is installed? How are the vehicles used to provide community services?

- Supporting the collection, processing and organizing of data required for the enhancement of Fleet's asset management system.

- Development of digital asset files that combine photos and videos of the vehicles with their other lifecycle records, such as specification sheets, purchase orders, and registration information.

- Finding missing information and identifying opportunities for additional attributes or data to support Fleet activities.

Learning Outcomes:

- Understand how data supports decision-making and budget development in government
- Understand the phases of asset lifecycle management, from acquisition to disposition, and good stewardship of public assets
- Learn how County programs use vehicles to deliver services, and how individual projects support broader County and community goals

Minimum Qualifications and Education:

- Candidates should have completed within one year or enrolled in a college/university academic institution.

- College to County Program [Eligibility Website](#).

- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#)).

- Ability to follow oral and written instructions, and work independently

- Basic knowledge in using spreadsheets and Google apps; basic knowledge or ability to learn data analysis, statistics, and data manipulation techniques.

- Attention to detail and ability to maintain and organize records.

- Ability to identify errors and inconsistencies in data and information

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 located on this [website](#). The deadline for submitting an online application is April 15th, 9:00 am PST, 2025.