

# Metro/MERC

## Classification Description

**Title:** Operating Engineer I  
**Job Code:** 8194  
**Pay Range:** 170  
**FLSA Status:** Non-Exempt

**Bargaining Unit:** IUOE 701  
**Established:** September 2012  
**Revised:** August 2017  
**EEO Category:** Skilled Craft

### **CLASSIFICATION DESCRIPTION**

Perform manual work in the operation and maintenance of heating, cooling, plumbing and mechanical equipment used in the daily operations of Metro/MERC facilities under the direction of appropriate supervisors and managers.

### **DISTINGUISHING FEATURES**

The Operating Engineer I is distinguished from the Operating Engineer II by performing less complex repairs and maintenance on existing heating, cooling and mechanical equipment that do not require the possession of a Limited Maintenance Electrical License.

### **DUTIES AND RESPONSIBILITIES**

*Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.*

1. Performs non-electrical repairs and preventive maintenance on air conditioning and refrigeration systems, boilers, heating systems, pumps, couplings and associated motors.
2. Welds and fabricates steel and aluminum; solders and brazes copper.
3. Operates HVAC controls and control computers for shows and events.
4. Repairs and replaces plumbing fixtures including backflow devices; cleans drains.
5. Repairs vacuum cleaners, carpet shampooers, buffers, and other cleaning devices.
6. Fulfill Metro's employee values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability. These duties include but are not limited to:
  - a. Maintaining positive relationships;
  - b. Respecting diversity of ideas and perspectives of others;
  - c. Demonstrating sustainable practices;
  - d. Assisting the public, public officials and other employees in a professional and courteous manner;
  - e. Developing safe work habits and contributing to the safety of self and co-workers;
  - f. Contributing to a positive team atmosphere; and
  - g. Having regular and punctual attendance.
7. Perform assigned duties during an emergency situation.
8. Other duties as assigned.

### **JOB SPECIFICATIONS**

*(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational*

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*requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)*

### **Job Preparation**

#### **Education/Licensing and Work Experience**

One year of experience as an operating engineer in a large facility or any combination of education and experience that provides the necessary knowledge, skills and abilities to perform the classification duties and responsibilities. Possess or have the ability to obtain valid driver's license. Possess or have the ability and willingness to obtain CPR/AED certification and First Aid certification. Possess a Limited Maintenance Electrical License

#### **Knowledge, Skills and Abilities**

- Operation and maintenance of low pressure and condensing boilers, multi-stack and centrifugal chillers
- Controls: electrical, mechanical and pneumatic
- Maintenance and repair of plumbing fixtures
- Complex commercial heating and ventilation systems
- Maintenance and repair of doors, door closers, windows, latch and locksets
- Commercial HVAC systems and appropriate diagnosis and troubleshooting
- Gas and electric welding
- Understand and follow written and verbal instructions
- Establish and maintain effective working relationships with co-workers and the public
- Rebuild pumps, fans and electric motor-driven equipment used by the facilities
- Work independently, with other engineers, employees and the general public
- Work smoothly with outside repair and maintenance contractors in various disciplines
- Write clear and understandable daily shift logs
- Read and understand drawings and diagrams such as schematics, one-line diagrams, building mechanical, electrical, fire protection and floor plans
- Enter data into and follow work orders generated by facility CMMS software
- Comprehend and abide by the rules and regulations established by Portland's 5 Centers for the Arts, MERC and Metro
- Perform tasks that require heavy lifting, moving, etc.
- Apply Federal, State, local laws, regulations, and agency policies and procedures for respective field
- Use discretion with confidential and sensitive matters
- Fulfill Metro's employee values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability
- Work in a safe manner and follow Metro safety policies, practices, and procedures
- Perform all essential duties of the position
- Successfully pass the background checks and screening requirements of the organization for this particular position

#### **Tools and Equipment Used**

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- All standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets

### **Supervision**

- Supervision is received from the Facility Manager or Director of Operations
- As directed by managers, may receive daily lead direction from the Lead Engineer

### **Work Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

- Duties may require prolonged strenuous efforts in hazardous locations, contaminated areas, enclosed spaces, at heights, under inclement weather and other adverse conditions. Must be able to work any shifts, including evenings, weekends and holidays as required.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*