



BOYS & GIRLS CLUBS
OF PORTLAND METROPOLITAN AREA

Boys & Girls Clubs of Portland
Job Announcement
Maintenance Technician PT (24 hours per week)

Come join our team at the Boys & Girls Clubs of Portland Metropolitan Area! We are looking for an enthusiastic and dedicated individual to make a positive difference in the lives of youth by helping us provide safe, secure and well maintained facilities to our community.

The Maintenance Technician is directly responsible for the preventative maintenance and upkeep of the property, facilities and grounds of the Boys and Girls Club of Portland (BGCP). Common tasks include general and preventative facility maintenance, painting, equipment replacement and repair as well as the transportation and moving of goods and equipment between sites and routine custodial duties as needed. The Maintenance Technician is also responsible for carrying out the Vehicle Maintenance Plan which includes routine vehicle checks as well as arranging the regular servicing of vehicles and DEQ and registration updates. The Maintenance Technician, using the FacilityDude program, will respond to work orders in a timely manner. This position reports to the Facility Operations Manager. This is a part time (3 – 8 hour per days per week preferred, but flexibility may be available), non-exempt position paid at \$15.00 per hour.

Application Instructions:

Please submit: (1) Cover Letter, (2) Resume, and (3) our Employment Application (can be found at www.bgcportland.org) to jobs@bgcportland.org. All requested materials must be submitted in order to be considered for a position.

All candidates must pass post-offer/pre-employment requirements, including: Criminal Background Check and Verification of Employment.

Duties and Responsibilities

The essential functions of this position are to perform interior/ exterior facility maintenance tasks as assigned while following all safety policies, and best practices.

Perform general and preventative facility and equipment maintenance and repair which may include:

- Heating
- Plumbing
- Electrical
- Carpentry
- Any and all yard work
- Painting

Assist with annual maintenance projects across multiple facilities including but not limited to:

- Stripping and waxing floors
- Cleaning carpets
- Scrubbing bathroom floors
- Power washing sidewalks
- Spreading bark dust, and landscape cleanup and maintenance

- ❖ Complete preventative maintenance checklist.
- ❖ Carry out Vehicle Maintenance Plan which includes routine vehicle inspections as well as scheduling routine service and DEQ and registration updates.
- ❖ Coordinate with vendors and contractors as needed.
- ❖ Assist with pick-up and delivery of supplies and donations.
- ❖ Assist in preparation for special events and fundraisers when needed.

Position Qualifications

- ❖ High school diploma or equivalent and two years of training or equivalent work experience in maintenance and building services preferred.
- ❖ Experience working with plumbing, electrical, multitude of carpentry skills and prior supervisory experience preferred.
- ❖ Able to apply general principles and techniques in maintenance and building services and teach them to others.
- ❖ Requires basic ability to read, write and speak English.
- ❖ Requires ability to understand simple specifications or to be able to read simple measuring devices.
- ❖ Able to work independently and efficiently to achieve department deadlines and goals.
- ❖ Some duties may require the operation of heavy equipment and the responsibility of routine care and maintenance of moderately expensive tools and/or equipment.
- ❖ Valid driver's license and ability and satisfactory Motor Vehicle Record as determined by BGCP is required.
- ❖ Maintenance Technician should have appropriate work clothing to match the weather conditions and a basic set of work tools. Uniform shirts are provided.

Working Conditions:

•Frequent daily exposure to one or more disagreeable conditions, such as outdoor weather, rigorous cleaning or repair assignments, and janitorial/grounds keeping/maintenance related chemicals and materials. •This position is physically demanding and requires the employee walk unaided in a variety of buildings and property grounds, climb ladders, bend, stoop, reach above their head, have use of fine and gross motor skills, and work outdoors in all weather conditions. The employee must have normal visual acuity at near and far distance with correction and hear the spoken word with correction. The employee is frequently required to use hands to finger, handle, or touch objects, tools, or controls and to speak fluently. The employee must regularly lift and/or move heavy objects or boxes weighing up to 50 pounds individually and lift larger amounts with aid. •This position must be able to operate a man-lift and perform work up to 25 feet in the air.