



**BOYS & GIRLS CLUBS**  
OF PORTLAND METROPOLITAN AREA

**Boys & Girls Clubs of Portland**  
**Job Announcement**  
**Maintenance Technician**

*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 and well-maintained facilities to our community.*

**Position Summary:**

The Maintenance Technician, reports to the Facilities Operations Manager, 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, parts replacement and repair to buildings; as well as the transportation and moving of goods and equipment between sites, grounds upkeep 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 registration/DEQ updates. The Maintenance Technician, using the FacilityDude program, will respond to work orders in a timely manner.

**Application Instructions:**

Please submit a letter of interest, resume and application to jobs @bgcportland.org, mail to 8203 SE 7th avenue, Suite 100, Portland OR 97202 or drop off at any BGCP Club location. This is a full time, hourly non-exempt position paid \$15 - \$17 per hour that is eligible for a generous package of benefits, including medical, dental, vision, life, LTD, 403 (B) and paid time off. Complete job description and application form available at: <http://bgcportland.org/employment/>

Please submit: (1) Resume and (2) our Employment Application (can be found at [www.bgcportland.org](http://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
- Painting

- Any and all yard work
- May serve as backup for custodial staff when they are on leave
- *Assist with facilities projects across multiple buildings.*

**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.