



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

**Position Profile:**

**Position Title:** Maintenance Technician

**Reports To:** Facilities Operations Manager

**Classification:** full-time/non-exempt

**Salary:** \$18.00 - \$20.00/hour

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**BGCP'S mission** is to empower all young people, especially those who need us most, to discover their full potential as caring, engaged, responsible community members. BGCP's top priorities are to ensure an inclusive, diverse and equitable work environment with an uncompromised commitment to safety. We are committed to filtering all policies and practices through an equity-based and trauma-informed care lens. We position ourselves as lifelong learners and seek individuals who have demonstrated dedication to creating safe and nurturing environments. We seek individuals who are dedicated to supporting extraordinary experiences for youth, are exceptional team members, have an investment in our surrounding communities, and are hungry for ongoing personal growth and professional development.

**Join our dynamic team** and be prepared to be challenged, to work hard, and to participate in a vibrant, mission-driven environment. Be prepared to fall in love with the work we do and the youth with whom we are privileged to serve each day. For more information on BGCP and our work visit: <http://bgcportland.org/about/>

**BGCP is currently searching for a Maintenance Technician.** 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 BGCP.

Common tasks include:

- general and preventative facility maintenance, painting, parts replacement, and repair to buildings; and
- as well as the transportation and moving of goods and equipment between sites, grounds up keeping and routine custodial duties as needed.
- The Maintenance Technician is also responsible for carrying out the vehicle maintenance plan which includes routine vehicle inspections 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.

**Position Qualifications**

- The essential functions of this position are to perform interior and/or exterior facility and maintenance tasks thereby following all safety policies, practices, and best practices
- Perform general maintenance, facility preventative maintenance, troubleshooting,

painting, replacement and repair, equipment repairs and moving objects; as well as routine custodial duties as needed

- Complete preventative maintenance checklist
- Carrying out of the Vehicle Maintenance Plan which includes routine checking of vehicles as well as regular servicing of vehicles and DEQ and registration updates
- Assist with pick-up and delivery of supplies and donations
- General landscaping
- Working with vendors and contractors
- Assist in preparations for special events and fundraisers when needed
- Responding to all tasks in a timely manner
- Respond to and use FacilityDude for all tasks and matters
- Other projects, tasks, and responsibilities as directed, needed, or instructed

### **Position Requirements**

- High school diploma or equivalent and two years of training or equivalent work experience in maintenance and building services.
- Experience working with plumbing, electrical, multitude of carpentry skills. 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.
- Maintenance Technician should have appropriate work clothing to match the weather conditions and a basic set of work tools. Uniform shirts are provided.

### **Work Environment:**

- 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.

*Diversity and Inclusion: At BGCP, we do not just accept difference; we value it and support it to create a culture of dignity and respect for our employees.*

*BGCP is proud to be an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, military status, national origin or any other characteristic protected under federal, state, or applicable local law.*

*Under Oregon Law, qualifying veterans may apply for veterans' preference.*

*BGCP gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact BGCP Human Resources in advance to request assistance.*