



PO Box 285 ° Corvallis, OR 97339

PO Box 1984 ° Albany, OR 97321

1-800-901-2904

www.jacksonstreet.org

Maintenance Technician (part-time)

PURPOSE: Maintain and repair assigned equipment, properties, and facilities including basic plumbing, electrical, carpentry, heating and cooling, groundskeeping, painting, and security and other building systems.

RESPONSIBILITIES:

- Perform general cleaning tasks and assist with upkeep of the facilities and properties, including housekeeping and groundskeeping
- Conduct preventive maintenance to ensure that plumbing, electrical, and HVAC systems continue operating properly
- Ensure facilities are maintained per lease agreements, where applicable
- Performs routine maintenance on building systems
- Inspect and identify equipment or machines in need of repair
- Troubleshoot issues to determine needed repairs
- Plan repair work using appropriate sources or equipment manuals as needed
- Perform general repairs that do not require a specialized technician, such as repairing drywall, painting, and repairing doors and other building fixtures
- Collaborate and coordinate with Program Managers or anyone responsible for the facilities or equipment, including maintaining communication on progress, setbacks, estimated timelines, completion, and follow-up
- Maintain inventory of cleaning, maintenance, and repair supplies at each facility
- Order supplies to maintain stock and fulfill supply requests from Program Managers
- Be on-call during assigned times to handle time-sensitive repairs
- Learn about and be trained in various aspects of the organization better understand its programs, operations, and needs
- Perform other duties as assigned
- This position reports to the Program Director

QUALIFICATIONS:

- High school diploma or equivalent
- Basic knowledge and skills in carpentry, plumbing, electrical, HVAC, drywall repair, painting, groundskeeping and anything else needed to maintain facilities and properties
- Physical ability and willingness to:
 - Stand and walk for prolonged periods of time
 - Climb ladders and crawl into confined spaces
 - Lift up to 50 pounds at a time
 - Use hand and power tools
- Ability to follow instructions from supervisors or senior maintenance workers
- Ability to communicate professionally and collaboratively with internal and external personnel, such as colleagues, volunteers, contractors, and the general public
- Comfort working around youth and ability to engage appropriately
- Excellent organizational, time management, and problem-solving skills
- Related experience preferred

PAY & BENEFITS: Position is part-time (20-30 hours/week) with wage starting at \$16.50/hour. Benefits include paid time off and holidays, employer-paid medical and dental insurance, voluntary vision insurance, Oregon Saves retirement plan, Employee Assistance Program (EAP), and discounted products and services.

Jackson Street helps youth 24/7/365