



Portland Japanese Garden seeks Facilities Technician

Position Overview

The Facilities Technician is responsible for providing proactive hands-on maintenance and responsive service for repairs and projects for all facilities campus wide. The Facilities Technician reports to and works closely with the Director of Facilities.

Primary Duties

- Become familiar with all of the building systems within the Garden campus to develop and execute regular maintenance plans for all physical structures, equipment, and systems. These range from historic home construction to highly sophisticated mechanical systems.
- Track all repairs and maintenance to ensure work is completed fully and well.
- Record and maintain all expenditure records. Assist in preparing yearly budgets.
- Monitor fulfillment of service contracts for building equipment, pest control, etc.
- Maintain a well-organized inventory of maintenance supplies and tools.
- Help execute regular floor care, roof cleaning and repair, and gutter cleaning campus-wide.
- Participate in periodic deep cleaning projects at each physical structure, including inside and outside areas.
- As assigned, help repair and maintain Garden owned vehicles.
- Proactively communicate with staff when facilities work will impact their work environment.
- Support the Director of Facilities in providing 24 hour on-call support for troubleshooting facility emergencies.

Other Responsibilities

- Familiarize oneself with the organization and the Employee Handbook.
- Get to know fellow staff members, developing trust, establishing credibility, encouraging teamwork, and creating an atmosphere of open, honest, two-way communication.
- Maintain a high level of professionalism in manner and appearance.
- Adhere to safe working practices, including wearing appropriate attire for tasks assigned.
- Perform other duties as assigned by the Director of Facilities.

Qualifications

- Minimum three years of facility maintenance experience including mechanical, plumbing, and electrical systems, carpentry, and painting
- High School Diploma and a college degree preferred

Special Requirements

- Ability to work independently and exhibit initiative to solve problems, including tracking situations until appropriate resolution is achieved.
- Ability to handle multiple demands and shifting task priorities while maintaining a positive attitude.
- Recognize when a task requires additional help and ask for it. Teamwork is highly valued at the Garden.

- Attention to detail and willingness to take the extra step to do it well
- Clear communication skills, both verbal and written
- Valid driver's license and safe driving record
- Computer literacy including but not limited to the Microsoft Office Suite
- Ability to repeatedly lift up to 75lbs and maneuver heavy items
- Ability to climb and work on tall ladders
- Manual dexterity with hazardous tools, equipment and power tools
- Willingness and flexibility to meet the changing requirements of the job
- Able to work weekends, garden events, and special hours when needed

Compensation

- Wage: \$19.00 per hour
- This is a full-time, hourly position with 40 hours per week. Shifts are typically 8 hours (plus ½ hour lunch), 8:00am to 4:30pm. Some weekend and after-hours work will be required.
- Benefits: comprehensive benefits package including health, dental, and vision insurance, 401k, and paid vacation, sick, and holiday.

Applications

To apply, please email a resume (no more than four pages), cover letter, and list of three references to humanresources@japanesegarden.org, with "Facilities Technician" in the subject line. Please no phone calls or hand delivered applications. Submit application materials by Friday, October 27.

All submitted applications will be held in confidence.

Organization Overview

The Portland Japanese Garden is renowned as the most authentic and finest Japanese garden outside of Japan. Founded in 1963 and nestled in Washington Park above downtown Portland, Oregon, the Garden is one of the most important Japanese cultural institutions in North America. 400,000 visitors annually visit this national treasure and participate in its art, cultural, and educational programs. The Garden strives to provide every visitor with an inspiring experience of the beauty and tranquility of the Japanese garden art form. At the same time, the Garden is at the beginning point of engaging diverse audiences to expand their understanding of Japan and themselves. Formal and informal education and cultural programs are offered so that visitors of any background or age will find something that is personally meaningful to them. First-of-a-kind art exhibitions focused on Japanese arts, artists, and craftsmanship illuminate cross-cultural dialogue and understanding of the Japanese garden as an art form.

An expansion of educational and visitor facilities, designed by internationally renowned Japanese architect Kengo Kuma, was completed in April 2017 to accommodate the Garden's increased visitors each year. Additionally, Garden Curator Sadafumi Uchiyama has designed new garden areas to surround the Village and entry area. As part of this project, the Garden has also launched a comprehensive training program for Japanese garden professionals and amateurs, the Japanese Garden Training Center.

The Garden has a year-round staff of 80+ FTE's and 20+ seasonal staff supplemented by over 300 volunteers. It is an exciting time at the Portland Japanese Garden – a time to help this historic organization set the course for a successful next 50 years with expanded facilities and programs.