



Portland Japanese Garden seeks Full-Time Facilities Technician

Position Overview

This position works with an equal counterpart, who together form the “Facilities Technicians” team. The Facilities Technicians are responsible for providing proactive hands-on maintenance and responsive service for repairs and projects for all facilities campus wide. This position is great for someone who enjoys problem solving and hands-on work. The Facilities Technicians report to the Director of Facilities.

Primary Duties

- Become familiar with all 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 fully completed and done well.
- Record and maintain all expenditure records. Assist in preparing yearly budgets.
- Monitor fulfillment of service contracts for building equipment, pest control, etc.
- Coordinate and manage service providers and contractors for special projects and preventative maintenance.
- 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 interior and exterior areas.
- Repair, paint, and maintain walls.
- As assigned, help maintain Garden 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 duties as assigned.

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
- Customer service skills and a strong desire to serve others, especially other departments
- Maintain a high level of professionalism in manner and appearance
- Adhere to safe working practices, including wearing appropriate attire for assigned tasks
- Adhere to Garden Dress Code and wear company-provided Garden uniform

Qualifications

- Minimum two years of facility maintenance experience or related experience
- Maintenance and building skills, including plumbing, electrical, carpentry, drywall, and painting
- Optional skills, including electronics, welding, metalworking, woodworking, or other

- Willingness and strong desire to learn new maintenance and building skills
- Proficient in Microsoft Word, PowerPoint, and Excel
- Experience with design software preferred
- High School diploma and a college degree preferred
- Current driver's license and safe driving record

Special Requirements

- Ability to work independently and exhibit initiative to solve problems
- Ability to handle multiple demands and shifting task priorities while maintaining a positive attitude
- Ability to recognize when a task requires additional help and ask for it
- Ability to repeatedly lift up to 75 pounds and maneuver heavy items
- Ability to work at heights (willingness to climb and work on tall ladders and/or mechanical boom lifts)
- Knowledge of and manual dexterity with potentially hazardous tools and equipment
- Ability to occasionally work weekends, garden events, and special hours when needed
- Clear communication skills, both verbal and written
- Attention to detail and willingness to take the extra step to do it well

Compensation

- Wage: \$19.00 - \$22.00 per hour, DOE
- This is a full-time, hourly position with 40 hours per week. Shifts are typically 8 hours (plus ½ hour unpaid lunch), 7:00am to 3:30pm (negotiable), Monday through Friday, with every other Saturday on-call.
- Benefits:
 - health, dental, and vision insurance (premium 100% covered for employees)
 - 401k plan (after 90 days, with 4% employer match after 1 year)
 - flexible spending accounts for medical and dependent care expenses
 - paid vacation, sick, and holiday time

Applications

To apply, please email a resume, cover letter, and three work-related references to humanresources@japanesegarden.org, with "Facilities Technician" in the subject line. Please no phone calls or hand delivered applications. **Applications will be accepted until the position is filled.**

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. The Garden has a year-round staff of 95+ FTE's and 35+ seasonal staff, supplemented by over 200 volunteers. All our staff play a vital role in helping our visitors experience the beauty and tranquility of the garden and expand their understanding of Japanese culture.

A few of the benefits our employees enjoy include:

- Working at a beautiful, authentic Japanese garden, overlooking the city
- Incentives for alternative transportation for your commute to work

- A workplace culture that prioritizes hiring and promoting from within
- Access to the Garden for you, your family, and your friends
- The opportunity to attend a variety of cultural events
- Reciprocal access to other area attractions, such as the Lan Su Chinese Garden, Portland Art Museum, and the Oregon Zoo

The Portland Japanese Garden is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.