



## FACILITIES MAINTENANCE TECH

**OUR MISSION:** Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

**ABOUT US:** Oregon Episcopal School occupies a wooded 59 acre campus where 880 students in Pre-K through 12th Grade share an excellent faculty, an inquiry based curriculum, and a strong sense of community. The School values employees who seek to continually develop the [OES Essential Competencies](#) in themselves and others and are prepared to engage in a vibrant, culturally diverse learning community.

**JOB SUMMARY:** OES seeks skilled and responsible individuals to be facilities maintenance techs, levels II and III. Facilities techs perform general maintenance and repairs in the areas of HVAC, electrical, plumbing and painting and are integral members of the Facilities Department team. In addition, they provide general assistance in maintenance and set-up of rooms or buildings for events. Normal working hours are Wednesday through Sunday noon - 8:30pm but have some flexibility. Reports directly to the maintenance supervisor.

These are full-time, year-round, hourly positions that start ASAP and provide opportunity for advancement. Employment comes with health insurance, retirement plan with generous employer matching contribution, paid vacation, paid sick leave, personal days and floating holidays, and 15+ paid holidays per year. Visit the [OES Benefits Guide](#) for more detailed information on benefits at OES. Open until filled.

### ESSENTIAL DUTIES:

- Unlock buildings, set-up furniture for events, help with traffic control, respond as needed to help with various maintenance issues.
- Prepare wall surfaces and apply finishes using methods, materials and tools of the painting trade.
- Perform general maintenance tasks as assigned, including routine maintenance of electrical, plumbing and HVAC systems, and other building repairs.
- Complete tasks as assigned by assistant plant manager, prioritize work in accordance with established guidelines.
- Participate in a plant inspection program that actively seeks out plant deficiencies, being especially aware of health and safety concerns.
- Be particularly aware of safety standards, problems, and concerns throughout the school campus, and in the use and storage of plant supplies and equipment.
- Inform supervisor of maintenance equipment and supplies needs. Help monitor and maintain necessary inventories.
- Maintain a clean and tidy working environment.
- Store and use any fuels, paints, chemicals, or solvents used in the facilities & maintenance department in compliance with MSDS and OR-OSHA regulations.
- Communicate daily with the assistant plant manager regarding the progress of maintenance work, and any problems or concerns.
- Assist in developing maintenance and project schedules, and in planning for

future plant needs.

- Engage fully in training and development activities as assigned.
- Perform other plant support functions as assigned.

## **TECH II & III SPECIFIC QUALIFICATIONS:**

### Tech II

- Requires completion of formal four-year apprenticeship program or recognized certificate from a vocational trade school and two years' experience (drywall/painting, plumbing, electrical, HVAC, carpentry).
- Must be current with continuing education classes as required or willing to become current.
- Must have strong ability to troubleshoot problems and repair a wide variety of plumbing, mechanical, or electrical systems

### Tech III

- Includes all the requirements of a Tech II and must have either a Limited Building Maintenance (BME) or a Limited Maintenance Electrician (LME) or high license
- Must be current with continuing education classes as required or willing to become current.
- Must have an advanced level of ability to diagnose problems and perform installations and repairs of building and facility equipment, fixtures and systems.

## **MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent combination of training and experience
- Ability to use a variety of hand and power tools (portable and bench).
- Knowledge of and ability to perform basic HVAC, electrical, and plumbing repairs
- Basic digital literacy and computer skills, ability to use email, web based applications, login to employee portal to maintain digital time card
- Intercultural competence, ability to interact appropriately with persons of all backgrounds, ability to work effectively on diverse teams
- Possess a valid driver license and have a driving record that meets school standards
- Ability to pass a criminal background check, pre-employment and random drug screens
- Documentation of Covid 19 vaccination or medical or religious exemption.

**NOTE:** OES takes the safety of our community very seriously. OES requires all employees to be fully vaccinated (including boosters), and will only make exceptions for documented medical and religious accommodations when they do not cause an undue hardship or create a direct threat to our community.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- English sufficient to communicate with coworkers and work as part of a team
- Interpersonal skills, ability maintain respectful relations with colleagues

## **PHYSICAL REQUIREMENTS:**

- Ability to climb ladders to a height of 30', and work on powered lifts to a height of 40' ability to use proper protective devices, following OR-OSHA regulations, when working at heights
- Ability to lift up to 50 pounds on a routine basis and up to 90 pounds on an

- occasional basis
- Ability to spend the majority of each workday standing or walking, at least 6 out of 8 hours

**COMPENSATION:** Starting wage is \$26 to \$32 per hour depending on experience & training, plus benefits.

**APPLICATION PROCESS:** Visit <http://www.oes.edu/careers> to learn more about OES. Fill out the [Facilities Maintenance Tech application](#).

**NOTE FOR INTERNAL CANDIDATES:** Login to the payroll system as normal, search for My Career, then select Search for Jobs. This brings up a menu of all open positions allowing you to apply easily from there.

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.