



**POSITION TITLE:**           **Facilities Assistant**

**DEPARTMENT:**           **Facilities**

**FLSA STATUS:**           **Hourly**

**REPORTS TO:**           **Director of Facilities**

**ORGANIZATIONAL SUMMARY:**

Jesuit High School (JHS) is a Catholic, college preparatory school in the Jesuit tradition. Located on the border between Portland and Beaverton, Oregon, JHS is recognized locally and nationally for excellence and innovation in all of its programs. Jesuit High's motto, Age Quod Agis ("Do well whatever you do"), follows in the five-century tradition of St. Ignatius, who demanded that Jesuit schools make use of the best pedagogical practices of the day to allow students to flourish. We are seeking people who have the ability and desire to help our school community work toward our goal of preparing "men and women for others."

**POSITION SUMMARY:**

The Facilities Assistant is responsible for completing both regular and ad-hoc facilities maintenance activities. With direction from the Director of Facilities, the Facilities Assistant will perform duties such as regular maintenance of the HVAC system (e.g. filter and fan belt changes), HVAC troubleshooting, maintain the small (3) fleet of vehicles and other equipment, as well as a broad range of building and infrastructure maintenance activities.

**PRINCIPLE RESPONSIBILITIES:**

- HVAC maintenance - including filter changes, fan belt changes, lubrication, troubleshooting
- Lighting – repair, ballast exchanges, bulb changing (office and commercial buildings)
- Light electrical – troubleshooting, some repairs, panel resetting/tracing
- Plumbing – repairs and unclogging of urinals, toilets, sinks
- Equipment – be able to drive, move, use lifts, golf carts, and other equipment; maintain golf cart and lifts batteries
- Building – exterior and interior maintenance and troubleshooting, including replacing ceiling tiles, helping address any damage or replacement needed
- Water station filter maintenance and ice maker basic maintenance
- Door hardware maintenance, commercial door and gate repairs and installation
- Fire / life / safety systems maintenance, testing, and resetting
- Be in service to others across the organization and outside the organization
- Be available for emergency calls on a rotating schedule with others on the team
- Any other activities as directed by the Director of Facilities



**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

- Minimum of three years of commercial maintenance experience, 5 years+ ideally
- Experience with internal / external building repair and maintenance, including:
- HVAC troubleshooting and maintenance experience
- Commercial lighting repair, ballast exchanges, bulb changing experience
- Light electrical troubleshooting and repair, panel resetting and tracing experience
- Commercial plumbing repairs and unclogging of urinals, toilets, sinks
- Service attitude toward all people, internally and externally – employees, vendors, students
- Experience with commercial Fire / Life / Safety systems
- Ability to be available for emergency calls on rotation

**EXPERIENCE PREFERRED:**

- Backup generator power outage and switch gear
- Basic floor/carpet tile and threshold
- Sports interface/controls
- Boiler water treatment and troubleshooting

**COMPENSATION AND BENEFITS:**

Compensation is commensurate with experience. The expected compensation range for this role is between \$58,240 and \$64,480 annually.

Other benefits include:

- Paid medical, dental, alternative, EAP benefits
- Life, Short-term disability, Long-term disability, AD&D insurance
- Available medical and childcare FSA plans
- 403(b) Plan – employee can contribute immediately, after one (1) year, employer contribution of 6.5%
- Paid vacation and sick pay

**Additional Information:**

To be considered for the Facilities Assistant position, please send a cover letter and resume to [hiring@jesuitportland.org](mailto: hiring@jesuitportland.org).

**Notice of Non-Discrimination:** Jesuit High School provides equal employment opportunities to all qualified persons without regard to race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information or any other characteristic protected by law. Jesuit High School provides equal employment opportunities without regard to religion when Catholic faith is not a job requirement.