



Job Description – Building Maintenance Technician _ Multifamily Buildings

Job Title	BUILDING MAINTENANCE TECHNICIAN	Department	MAINTENANCE
Reports To	DIRECTOR OF MAINTENANCE, SECURITY AND ASSET	Salary Range	DOE: \$20.00-21.50
FLSA	Nonexempt 32hrs/ wk + Emergencies	Revision Date	10/15/21

About PCRI

Portland Community Reinvestment Initiatives, Inc. is a non-profit community development corporation with a mission “to preserve, expand and manage affordable housing in the City of Portland and provide access to and advocacy for services to our residents”. With over 700 units of affordable housing, PCRI’s unique mix of single-family homes, small multi-plexes and community apartments represents one of the last stable opportunities for low-income households to remain in their vibrant Portland neighborhoods. These homes and apartments are woven into the fabric of their neighborhoods and are a model for eliminating concentrations of poverty. To accomplish PCRI’s current housing development goal of addressing involuntary displacement, PCRI established a displacement mitigation initiative, Pathway 1000, with the sole purpose and intent of slowing and reversing the involuntary displacement of long term residents previously forced to move from N/NE Portland, and current residents at risk of displacement. Through the Pathway 1000 initiative, PCRI aims to build and create at least 1,000 homes, many of which will be available to purchase. The homes will be located throughout the city of Portland, with the primary focus on the N/NE Portland neighborhoods where displaced families previously resided.

Position Summary:

The Building Maintenance Technician is responsible for the overall maintenance of rental apartment buildings and for refurbishment repairs on vacant units that require repairs in order to make them move-in ready. In addition, responsible for providing excellent customer service as well as monitoring and assisting with the safety and security of each building and our tenants. The Building Maintenance Technician is responsible for assisting the Property Manager in enforcing building rules, performing Security checks, Janitorial tasks and some Administrative duties. The Building Maintenance Technician is responsible for responding to emergencies on 24/7 basis and reporting tenant and building emergencies to Director of Maintenance and Director of Property Management. The Building Maintenance Technician maintains service-delivery based on the values inherent in PCRI’s mission.

Essential Functions:

Maintenance

- Performs a wide variety of maintenance items to address needs of residents in rental apartment building, may include, but not limited to, maintenance of areas of minor electrical, plumbing, heating, appliance repair, painting, flooring, and general cleaning.

- Performs refurbishment repairs that may include framing, drywall, electrical, plumbing, flooring, cabinetry, window, roofing and painting.
- Work with a variety of hand tools and power tools.
- Ability to troubleshoot situations and accurately diagnose and make repairs as needed.
- Ability to follow instructions and work within code requirements.
- Perform work in appropriate manner to maintain a safe environment.
- Maintain tools, equipment and supplies in a safe and orderly condition.
- Keep daily records, tracking related hours, receipts and submitting time logs and work order paperwork.
- Work with established systems for procuring and requesting parts.
- Prepare written lists for assessing maintenance needs and requesting materials.
- Schedule work in cooperation with other employees, vendors, residents, etc.
- Attend classes to update knowledge and skill level.
- Work with other maintenance technicians and PCRI staff to perform other related duties as assigned.

Building Security:

- Maintains order and a safe, sanitary living and work environment including interior and exterior common areas, outside areas and grounds by conducting floor checks, and perimeter checks.
- Maintains building security at all times by following building/staff safety and emergency procedures according to PCRI policies.
- Monitors all areas of the building including stairwells, elevators, entry way, parking lots, checks of common areas to ensure tenant and building safety.
- Monitors building to ensure only authorized persons enter the building and all guests follow building rules and policies.
- Ensures the removal of unauthorized persons within PCRI guidelines.
- Enforces PCRI 's guest policies and procedures.
- Writes up Incident Reports as appropriate.
- Supports and enforces building rules and forwards to tenant complaints to management.
- Responds to building emergencies and acts within PCRI guidelines.
- Contacts and/or coordinates 911, police, fire department, and other service agencies and appropriate staff for assistance as needed according to PCRI policies.

Janitorial

- Cleans assigned common areas, windows, including vacuuming carpets and mopping floors.
- Tracks and maintains supply inventory.
- Takes out trash and rotates dumpsters.
- Stocks paper products in bathrooms as necessary.
- Cleans building entry and sidewalks.
- Performs light landscaping and lawn maintenance.

Administrative

- Use office machines to file, fax, and photocopy.
- Maintains various daily logs of building activities and building records.
- Answers phone and follows proper phone procedures.
- Familiar with documentation forms such as Incident Reports, Tenant Concerns and work orders.
- Use Microsoft Outlook for communication and scheduling.
- Distributes and posts flyers and notices.
- Facilitates access to building areas for contractors, repair and service representatives and vendors.

Education and/or Experience:

Minimum three (3) years of experience in property maintenance or related field.

Experience in the following areas listed below.

- **Painting:** Knowledge of applicable painting procedures and practices, LEAD paint safe practices, and current laws impacting the use and/or removal of paint; use of paints, stains, and varnishes using brushes, rollers and sprayers on a variety of surfaces, clean, sand, sandblast, scrape, brush and burn surfaces in preparations of painting; repairs surfaces to be painted including plastering, sheetrock, caulking and mold remediation; erect scaffolding and/or ladders and other contraptions as needed; move furniture and equipment as necessary; ability to mix/match paint.
- **Flooring:** Install, repair and maintain a variety of floor coverings to include: carpet, linoleum, marmoleum, vinyl, tile, vct, etc; remove old flooring and prep subfloors; determine where to place seams and joints; measure and cut flooring materials to fit around obstructions; lay and tack down or glue pads in prep for carpeting; remove or replace baseboard molding; operate specialized machinery, equipment and tools.
- **Plumbing:** Install, repair and maintain sinks, tubs, toilets, appliance and trim; unblock drains, gutters; install plumbing systems and components; test pipe systems and fixtures for leaks and make repairs; perform scheduled service on plumbing systems and fixtures.
- **HVAC:** Install, diagnose, test repair and maintain heating, ventilation and air conditioning equipment; replace fans, belts, motors, gaskets, filters and compressors; lubricate parts; adjust and install switches, gauges, thermostats, valves, pressure regulators, controllers, and other parts; add refrigerants and oils, test for defective parts and make electrical repairs related to HVAC equipment.
- **Previous customer service experience required.** Must have personal skills to communicate effectively with tenants and the public, and maintain professional boundaries with tenants. Must be able to work independently as well as in a team environment. Must be able to read, write and understand English. Experienced with Microsoft Office applications Word and Outlook. Must be able to work efficiently and effectively with customized databases and technology, and conduct Internet research.
- **Experience with diverse, low-income or special needs population.** Experience in rule enforcement, including lease and building rules as well as Oregon Landlord/Tenant law

Preferred Qualifications:

- Knowledge of safety practices and hazardous conditions to provide a safe work environment.
- Knowledge of carpentry, landscaping, plumbing and electrical repair.
- Ability to work collaboratively with vendors and staff.
- Ability to communicate clearly and effectively.
- Analytical and problem-solving skills.
- Ability to manage time effectively.

Necessary Knowledge, Skills, and Abilities:

Ability to work with diverse population

Other Requirements:

Current drivers' license and work vehicle. Maintain minimum car insurance as required by the State of Oregon.

Compensation / Benefits:

Salary is commensurate with qualifications and experience. PCRI provides a generous benefits package that includes 10 days of paid Vacation after the completion of one year of employment that increase over time to 20 paid days, 9 days of paid Sick Leave and 3 days of paid Personal Time Off, 11 paid holidays, employer-paid health coverage (medical, dental, vision) that requires a minor contribution for employee if dependents added to plan, Long Term Disability Insurance, 403(B) employer match contribution of up to 3% of employees annual salary. Voluntary benefits include: Life Insurance, Short Term Disability insurance, critical and accidental insurance.

Work Environment:

PCRI is a fast-paced, highly engaged work environment. We strive to communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds. We actively seek opportunities for professional development for our staff and promote a willingness to change for continual improvement.

PCRI is an EEO employer committed to the inclusion of all people in our workplace and programs.

Work on the interior and exterior of houses and apartments that may be unheated. Required to do a lot of bending, kneeling and lifting in the course of the work. May spend long hours inside or outside and in awkward positions which can cause physical discomfort. The technician will be lifting and adjusting heavy objects and will come in contact with sharp, hot and or very cold supplies and equipment. The technician must maintain safety procedures at all times to avoid injury. May also come in contact with dust and fumes from paint, paint remover, glues and other materials; may need to wear protective gear.

Undergoing and passing a pre-employment criminal background, drug test and physical exam is required.

Reasonable Accommodations:

To perform this job successfully, an individual must be able perform each essential function and the physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Process:

Interested candidates should submit a resume and a cover letter addressing qualifications for the position, to the attention of Tamara Trofimenko, HR Manager. PCRI, 6329 NE Martin Luther King Jr. Blvd, Portland, Oregon, 97211, by email at jobs@pcrihome.org, or fax to (503) 943-2844. This position is open until filled. Please note that only those candidates selected for an interview will be contacted.