



## Job Description - Maintenance/Refurbishment Technician

Job Title	MAINTENANCE/REFURBISHMENT TECHNICIAN	Department	MAINTENANCE
Reports To	DIRECTOR OF MAINTENANCE, SECURITY AND ASSET	Salary Range	DOE: \$20.00-21.50
FLSA	Nonexempt	Revision Date	12/15/21

### 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 Maintenance/Refurbishment Technician is responsible for the overall maintenance of rental properties and for refurbishment repairs on vacant properties that require significant repairs in order to make them move-in ready.

### Essential Functions:

- Performs a wide variety of maintenance items to address needs of residents in rental properties, 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 drive to multiple locations within the work day.
- 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, mileage 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.
- Complete clean up on job sites.
- Attend classes to update knowledge and skill level.
- Work with other maintenance technicians and PCRI staff to perform other related duties as assigned.

**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.

**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

Knowledge of N/NE Portland

**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, 10 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](mailto: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.