



## Maintenance Technician

Position Title: Maintenance Technician  
Reports To: House & Facilities Manager  
FTE: Full Time/Non-Exempt/Overtime Eligible  
Rate of Pay: \$20-21/hour

### POSITION SUMMARY:

Blanchet House of Hospitality is seeking a Maintenance Technician to join our dedicated team serving housing and food insecure members of our community. Founded in 1952, Blanchet House is a nonprofit social service agency whose mission is to feed, shelter, and aid those in need of compassionate, supportive restoration. In addition to serving three meals per day, six days a week at our downtown Portland location, Blanchet House shelters and assists homeless men in their transformation to self-sufficiency. We also operate Blanchet Farm, a 62-acre working farm in Yamhill County where men participate in 12-step/peer support recovery. Blanchet House of Hospitality takes pride in providing a safe, healthy, and respectful environment for everyone in our community.

The Maintenance Technician is responsible for the upkeep and repair of the downtown Blanchet House facility, including seasonal and annual projects. This individual also shared responsibilities for driving our donations van to pick up scheduled and on-call donations for our services.

Eligible benefits include health/dental/vision coverage for the employee; participation in a Simple IRA program with employer match; parking; cell phone stipend; a work anniversary bonus; and Paid Time Off.

### SCHEDULE:

Mondays – Friday, hours may vary but no evenings

### ESSENTIAL RESPONSIBILITIES:

- Perform scheduled and preventative maintenance to manufacturers' specifications.
- Inspect and adjust all facility systems and equipment on a continual basis.
- Inspection, maintenance and at least light-duty repair of all property and equipment including air conditioning, heater, ventilation, HVAC/R equipment; plumbing and backflow systems, electrical, kitchen, and laundry equipment.
- Routine and necessary facility maintenance and repair which can include touch up; replace light bulbs, lamps, switches, outlets, faucets, toilets, hardware, filters, paint, wall coverings, caulking, grouting or miscellaneous repairs.
- Coordinate with service and repair vendors for maintenance and repair needs.
- Resolve all residential program rooms and community space maintenance issues.
- Perform duties requiring experience in using basic hand and power tools.
- Communicate supply needs and job status to appropriate supervisor in a timely manner.
- Maintain the appearance of the exterior and interior of the building, including power washing exterior sidewalks.

- Inspect, repair, and perform landscaping duties at a second (vacant) property located in NW Portland.
- Drive company vehicle to donor locations for donation pick-ups or drop-offs.
  - Handle and deliver donations in a safe and punctual manner considering traffic patterns, alternative routes, traffic regulations, and driving conditions.
  - Load and unload donations.
  - Perform vehicle inspection such as checking fluid level and tire pressure, notifying supervisors about any major repairs and maintenance needs.
  - Maintain driving log, prepare vehicle performance forms and complete daily paperwork.
  - Maintain the vehicle clean and safe.
  - Promote exceptional donor service and relationships.

**GENERAL RESPONSIBILITIES:**

Blanchet House staff members recognize that participating in a professional community and contributing to the organization’s wellbeing are important elements of their relationship to Blanchet House. Staff members are expected to take active roles in Blanchet House’s professional and programmatic culture in a variety of ways in addition to their essential responsibilities. Blanchet House staff members:

- Advance the Blanchet House Mission, our core values, and our commitment to be a house of hospitality. Blanchet House staff members represent Blanchet House with distinction, acting with the highest degree of professionalism, integrity, and confidentiality. They value compassion and respect for the dignity of others in their work; and they promote the safe, healthy, and friendly experiences of all Blanchet House community members. This includes helping to maintain Blanchet House policies, procedures, and expectations.
- Develop and promote professional, collaborative, and collegial relationships to the benefit of Blanchet House and the communities we serve. This requires interacting effectively with people from different cultures and with different perspectives and experiences. Blanchet House staff members participate in staff and committee meetings, Blanchet House’s culture and community, and the day-to-day services of the organization.
- Exhibit a growth mindset about best practices and work toward professional goals and development. Learn from and build on diverse cultural and community perspectives and experiences. Complete all assignments in a timely manner as requested by supervisor.

**QUALIFICATIONS:**

- High school diploma or equivalent.
- Two-years successful maintenance experience; experience with LEED Platinum systems preferred.
- Strong mechanical skill set along with aptitude for electrical work, HVAC/R, carpentry, blueprint, site plan, and schematic reading.
- Knowledgeable in OSHA, state, and local regulatory compliance, HAZMAT compliance.
- Ability to work with minimal supervision with considerable latitude for independent judgment and actions in day to day operations.
- Excellent verbal, written, and digital communication skills; ability to effectively communicate and work with colleagues and other Blanchet House community members.
- Ability to effectively contribute to a professional environment and work with the highest regard for confidentiality and appropriate professional boundaries.

- Possesses insight pertaining to personal biases and worldview and how they may interfere with effectively working with individuals representing a variety of cultural, ethnic, language and life experiences.
- Ability to work with, direct, and serve others with compassion and respect for their dignity.
- Ability to work effectively in a trauma-informed environment and with individuals in a recovery or self-improvement program.
- Excellent attention to detail and the need for precision and diligence in one's work.
- Ability to multi-task, prioritize, and manage time effectively.

#### **Additional Qualifications – Driving**

- Possess a valid Oregon driver's license and have a clean driving record (must be insurable).
- Able to effectively operate a GPS.
- Able to safely operate and navigate a commercial-sized van, including backing up to loading docks and into loading garages.
- 21 years of age or over (for insurance coverage); 25 years of age or over preferred (to drive rental vehicles on occasion).

#### **WORKING CONDITIONS:**

As a human services agency, Blanchet House provides essential services in response to the COVID-19 crisis in our community. Employees are expected to follow the organization's COVID-19 protocols and to take all necessary, mandated, and recommended precautions to keep themselves and others in our community safe and healthy. COVID-19 vaccinations are required.

Many Blanchet House clients experience physical and/or mental health disabilities, mental health and/or addiction crisis, and trauma. Employees must be able to safely and successfully work in this environment and with marginalized, vulnerable community members.

#### **PHYSICAL DEMANDS:**

Physical requirements are consistent with physical duties required of facilities and donations personnel, including the lifting and transport of materials weighing up to 100 pounds, stooping, bending, kneeling, climbing stairs and ladders, and other physical activity associated with performing facility maintenance and the lifting/transport (push, pull, move boxes, sacks, and carts) of large quantities of food and clothing.

Background check (including driving record), drug screen, and proof of authorization to work in the United States required prior to hire. In addition, Blanchet House must confirm eligibility to be added to its auto insurance policy prior to hire.

**Interested candidates should submit their resume to [careers@blanchethouse.org](mailto:careers@blanchethouse.org). No phone calls.**

*Blanchet House of Hospitality is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, pregnancy), national origin, disability, age, gender identification, sexual orientation, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms Blanchet House of Hospitality's commitment to the principles of fair employment and the elimination of all discriminatory practices.*