

NOW HIRING

Facilities & Sanctuaries Technician

Application Deadline: January 28, 2022

Job Title: Facilities & Sanctuaries Technician

Department: Operations

Reports to: Facilities & Sanctuaries Manager

Supervises: Volunteers

Classification: Full-time, Non-Exempt

Salary range: \$19.00 per hour plus benefits

Benefits Include:

- Medical insurance: 100% payment of premiums for medical and dental insurance, for employee only
- Competitive leave benefits including vacation, sick, and family leave
- 401(k) 3% match
- Ability to attend free or subsidized courses at Portland Audubon
- Substantial discount at our Nature Store, including optics
- Opportunity to work in one of the most beautiful forests in Oregon

About Portland Audubon

Portland Audubon has been a leading voice in conservation for over a century. Through collaboration with a vast network of advocates, nature enthusiasts, and partners, we inspire and connect people to nature through a variety of programs that are grounded in science and learning. We are located in a 172-acre wildlife sanctuary in Forest Park, just minutes from downtown Portland.

Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering staff to make positive changes in their environment and in Portland Audubon's culture. All Portland Audubon employees are expected to serve diverse audiences and help advance our diversity strategies. More background on our diversity efforts can be found at <http://audubonportland.org/about>.

Every year, our Education Department reaches approximately 15,000 youth and 4,000 adults with programs throughout our Portland Sanctuary, at our cabin near Mt. Hood, in greenspaces throughout the state and internationally. We collaborate closely with twenty different community-based organizations in the Portland Metro area to deliver over 450 hours of free programming, with a focus on working with families from communities that have been historically disenfranchised.

Facilities & Sanctuaries Technician

Position Summary

The Facilities and Sanctuaries Technician is the day-to-day maintenance technician of Audubon's facilities and sanctuaries. Included in the facilities are five buildings in Portland and a youth education camp in Sandy, OR. The sanctuaries consist of multiple properties totaling several hundred acres, and roughly four miles of hiking trails. The F&S Technician reports to and is supervised by the Facilities & Sanctuaries Manager. This is a full-time, non-exempt, salaried position.

Essential Duties & Responsibilities

BUILDINGS AND FACILITIES:

- Perform basic preventive and corrective maintenance on HVAC, electrical, plumbing, and other mechanical systems; basic carpentry
- Perform janitorial care in and around buildings in conjunction with 3rd party janitorial contractor
- Assist with the development, implementation and enforcement of security and safety policies and procedures;
- Maintain landscaping around buildings and in parking areas
- Respond to maintenance requests from staff, volunteers, and the general public
- Respond to emergencies and security related incidents
- Assist staff/volunteers with access control systems
- Assist with biohazard/hazardous waste removal/storage
- Assist with OSHA and City/State/County code compliance

SANCTUARIES:

- Perform trail maintenance including: erosion management, tree/vegetation removal, trail inspections, new trail construction, etc.
- Perform preventative and corrective maintenance on built structures including: bridges, boardwalks, puncheons, signage, fences, corduroy, turnpikes, etc.
- Work with and manage weekly sanctuary volunteer group; Coordinate with Volunteer Manager to organize large volunteer work parties

YOUTH CAMP:

- Assist in maintaining grounds, cabin, and yurts on a scheduled and seasonal basis in coordination with the Education Department
- Inspect installed systems (plumbing, electrical, HVAC, septic)

Preferred Skills & Experience

Studies have shown that women and people of color often don't apply for positions where they don't meet all of the preferred skills and experience. We recognize that there are many different paths, experiences, and less traditional backgrounds that add value to one's work and encourage applicants to apply even if they do not have all of the preferred skills.

- High School Diploma, GED, or equivalent
- 2-3 years of related experience in facilities maintenance, construction, forestry management, natural resources management, or other related fields
- Basic understanding of electrical, plumbing, HVAC, and carpentry
- Ability to work with minimal supervision
- Must demonstrate strong communication and interpersonal skills; customer service oriented
- Must be organized, detail oriented, self-motivated, and able to develop and implement projects with minimal supervision

Work Environment and Requirements

- Ability to work in extreme temperatures and outdoors
- Ability to push/lift 75 pounds
- Ability to climb ladders
- Bending at waist, sitting, kneeling, walking, crouching as job may require

Application

Portland Audubon does not discriminate on the basis of race; creed; sex; sexual orientation; gender identity; age; religion; marital status; national origin or ancestry; political affiliation; citizenship; lawful immigration status; or mental, physical or medical disability; Veteran status; or liability for service in the United States Armed Forces.

Applicants of color, immigrants, and other underserved persons are encouraged to apply.

How to Apply

ONLINE SUBMISSIONS PREFERRED

Apply online at <https://portlandaudubon.bamboohr.com/jobs/>

Application Deadline: on or before Friday, January 28, 2022 at midnight.

To submit via US Postal Service (if online isn't possible):

Please send your resume, cover letter and the [application](#) found on our website to:

Human Resources
Portland Audubon
REF: Facilities & Sanctuaries Technician
5151 NW Cornell Road
Portland, OR 97210

Questions? Contact us at jobs@audubonportland.org



Diversity Statement

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Audubon is committed to:

- Reflecting the diversity of the community in our board, staff, volunteers, and members.
- Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
- Empowering people to make positive changes in their community and environment.

Portland Audubon has completed four years of a five-year strategic plan. A core priority moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. This position will play an important role in achieving the organization's EID goals through engagement with staff, board members, donors, volunteers, and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff. Applicants of color, immigrants, and other underserved persons are encouraged to apply.

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