JOB DESCRIPTION

Facilities Maintenance Technician / Building Operator I

The Historic Trust is a non-profit 501c(3) organization that seeks to inspires civic pride and economic vitality through education, preservation, and celebration of our community’s history. The Trust is responsible for a variety of operations on the Fort Vancouver National Site and the Providence Academy property, fulfilling a mission that includes the operation of the Pearson Field Education Center, property management and development, events, educational programs, fundraising, and other non-profit activities. This position will perform a variety of semi-skilled and skilled work in the maintenance, repair, and restoration of historic buildings, facilities, equipment and fixtures, including but not limited to carpentry, plumbing, electrical and limited heating/air conditioning work.

Reports to: Facilities Manager
Pay: $36,000-42,000/year, DOE + Generous Benefits Package
Classification: Full-Time
Position open until filled

QUALIFICATIONS:

Knowledge of:
- Methods, practices and equipment used in facilities management and activities including a variety of building trades work.
- Basic theory of electricity.
- Tools and equipment used in building maintenance, reconstruction, and repair work.
- City policies, procedures, regulations, and codes related to facility maintenance and repair.
- Occupational hazards and necessary precautions applicable to building and mechanical maintenance work.
- Preventive maintenance requirements and practices.
- Safe work practices
- Historic preservation rehabilitation standards.

Ability to:
- Run the daily maintenance operations of the property and buildings under supervision of the Maintenance Supervisor and Facilities Manager
- Inspect property and buildings for life/safety issues and take immediate corrective action.
- Identify building maintenance needs, prioritize work and take corrective actions.
- Be a self-starter and work independently in the absence of supervision.
- Perform a full range of skilled building maintenance for extended periods of time
- Repair and maintain a variety of mechanical equipment.
- Read and interpret sketches, drawings, diagrams and blueprints.
- Lift up to 50 pounds above the waist and carry heavy objects.
- Use a personal computer and appropriate computer software.
- Operate with a high level of personal organization
- Maintain a clean work area and shop
Establish and maintain professional and cooperative working relationships with those contacted in the course of work.
Process work orders in a timely fashion, to the satisfaction of the Facilities Manager
Receive general supervision from Maintenance Supervisor and Facilities Manager

DUTIES:
Essential and other important responsibilities and duties may include, but are not limited to the following:

- Perform preventative maintenance on buildings including but not limited to: skilled carpentry, electrical, painting, plastering, dry walling, plumbing, heating, limited air conditioning and mechanical repair work, door hardware, keying, exit and emergency lighting.
- Repair electrical switches, outlets, lighting systems and fixtures.
- Perform advanced level plumbing work including the installation, repair and replacement of plumbing fixtures including sinks, toilets, faucets, water heaters and pipes; clear obstructions from water and sewer lines.
- Perform adequate level of carpentry work including the repair of porches (stairs, decking, joisting, handrails, trim), walls, windows, siding, doors and other carpentry work.
- Inspect building facilities to identify building maintenance needs; complete inspection and preventive maintenance reports, recommend, prioritize, and perform corrective maintenance as required.
- Install, maintain and repair a variety of floor coverings such as carpeting, tile, linoleum and wood; experience with fabrication and installation of laminate countertops; experience performing repair of roof coverings such as composition, rolled, and shingle.
- Operate, maintain and repair a variety of mechanical tools and equipment such as power saws, power sanders, drills, air compressors, paint sprayers, generators, pressure washers, landscape equipment, and various hand tools required for carpentry, plumbing, and maintenance skills.
- Read and interpret sketches, diagrams, and blueprints.
- Actively participate in the positive development of other facilities maintenance team members and the development of technical knowledge of the team.
- Carry 24-hour on-call maintenance cell phone on rotation with other team members.

EXPERIENCE AND TRAINING GUIDELINES:
Any combination of experience and training that would likely provide the required knowledge and abilities may be considered. A typical way to obtain the knowledge and abilities would be:

- **Experience:** Three years experience in facilities maintenance.
- **Training:** Documented completion of trades coursework.
- **License or Certificate:** Possession of valid driver's license.
- **Building Operator Certification:** preferred, but not required.
- **Aerial Boom Lift Operator Certification:** Preferred, but not required.

SUPPLEMENTAL INFORMATION:
Individuals are expected to work in a manner consistent with the Trust Employee Handbook; specifically:

- Work and act as a team player in all interactions with other Trust employees
- Provide a high level of customer service at all times
- Project and maintain a positive image with those contacted in the course of work
- Develop and maintain collaborative and respectful working relationships with team members and others
- Consistently provide quality service.

SPECIAL REQUIREMENTS:

- Successfully pass a physical, at applicant's expense, or provide documentation thereof, if one was received within (1) calendar year of date of application.
- Successfully pass a criminal background check.
**WORKING CONDITIONS:**
Travel from site to site; some exposure to dust and noise; some heavy lifting, standing, climbing; may work at heights; work in inclement weather conditions. Work week includes Monday through Friday with occasional on-call availability and night, weekend, and holidays required.

**Resume may be e-mailed, or mailed to the following location:**

The Historic Trust  
Human Resources Department  
750 Anderson Street  
Vancouver, WA 98661  
resume@thehistorictrust.org