

**Job Title:** Facilities Technician  
**Location:** Portland, OR  
**Application Deadline:** Open until filled  
**Expected Start Date:** As soon as possible



## Overview

World Forestry Center, a nonprofit organization dedicated to creating and inspiring champions of sustainable forestry ([www.worldforestry.org/](http://www.worldforestry.org/)), is seeking an additional Facilities Technician to join our existing team. Facilities Technicians are responsible to the Facilities Director for the hands-on maintenance, troubleshooting, repair, and housekeeping tasks that keep our campus operating and mission-ready.

## Position Responsibilities

- Develop and maintain familiarity with campus, buildings, and building systems.
- Perform regular maintenance on campus and buildings, as well as building mechanical systems, at the direction of the Facilities Director or the Lead Technician.
- Perform regular event support work, including furniture setup and breakdown, as well as regular cleaning during and after events.
- Perform regular cleaning of all buildings and outdoor campus spaces.
- Perform regular basic maintenance on vehicles and powered tools.
- Maintain the facilities and maintenance shops in good condition, ready to support the organization.
- Maintain tool and equipment inventory.
- Assist the Lead Technician in tracking and reporting of work performed.
- Assist the Lead Technician in direction of contractors working on campus, as required.
- Assist the Facilities Director in providing 24 hour support of the campus for emergencies.
- Provide friendly and proactive customer service support to guests and visitors, and help foster a team-oriented and results-driven environment with coworkers.
- Additional duties as assigned by the Lead Technician or the Facilities Director.

## Other Duties

- Periodically assist event guests by troubleshooting problems in event halls during events and developing solutions that keep events on track.
- Periodically assist the Facilities Director in maintaining campus security by making positive contact with guests and visitors on campus and executing established security procedures when guests need to be trespassed from the property.
- Adhere to uniform policies for facilities staff and always maintain a professional attitude and appearance.
- Place personal and team safety first. Stop and ask for help when needed. Use and maintain machine and tool safety guards at all times. Always use PPE when required and when it just seems like a good idea.

## **Qualifications & Requirements**

- This is a full-time hourly position with 40 hours per week expected and some overtime available. This position requires regular weekend work. Must be able to work Wednesday through Saturday each week, working 10-hour workdays, four days per week. Some ability to work flexible hours with notice is required to support occasional event needs.
- High school diploma or equivalent required.
- Minimum of two years previous facilities maintenance experience, or related experience.
- Clear and effective verbal and written communication skills are required.
- Current driver's license with a safe driving record is required.
- Ability to repeatedly lift and move up to 50 pounds, stand for extended periods, and work outdoors in inclement weather (with appropriate clothing) is required.
- Ability to work at heights on ladders and elevated platforms is required.
- Basic proficiency with PCs and using email is required. Advanced proficiency with PCs and MS Office software is desired.
- An ability to work independently and show initiative to solve outstanding issues is desired.
- Forklift and/or scissor lift operator's license/certification is desired.
- Advanced troubleshooting and repair skills with building systems is desired.
- Experience with event stage lighting and AV equipment is desired.

## **Compensation**

- This is a non-exempt hourly position, paid at \$24 per hour with 40 hours expected per week.
- Health and dental insurance provided, with option for vision insurance.
- 401k provided, with 3% safe harbor all employees and 1% match provided for all contributing employees.
- Paid sick and vacation time, along with several paid holidays per year for all staff.

## **To Apply**

To apply, please submit resume and cover letter to [cwiley@worldforestry.org](mailto:cwiley@worldforestry.org) with "Facilities Technician" as subject. Incomplete submissions will be rejected. This posting will remain open until the position is filled. As our campus is currently closed to the general public, we cannot accept hand-delivered submissions at this time. Only those selected for an interview will receive a response, typically within two weeks of submission.

World Forestry Center is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender

identity, political affiliation or family leave obligations.