The Institution
The Society of Jesus, the largest men's religious order in the Roman Catholic Church, assigns some 17,000 priests and brothers to ministries worldwide. In pastoral, educational, and other ministries, our priests and brothers collaborate with laymen and women, civic organizations, local dioceses, and other religious orders. As catalysts for change, we invest personnel and funding in those “turning points” in society where we believe the greatest good can be achieved. Our ministries express the power of faith doing justice by combining belief in fundamental human dignity with advocacy for the poor and marginalized.

The USA West Province (“Jesuits West”) supports a 10-state region that includes Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, and Washington. Jesuits West, a province of approximately 540 Jesuits, is led by Father Sean Carroll, S.J. with an 11-member executive team overseeing an approximate staff of 30 with offices in Los Gatos, California and Portland, Oregon.

Position Concept and Basic Function
The day-to-day maintenance of all buildings and grounds at the LJC facility is directed and/or performed by the Facilities Maintenance Technician, who is under the direct supervision of the LJC Manager. This position includes the contacting, researching, and supervising of outside contractors as needed and ensuring that regularly scheduled preventive maintenance is performed in a timely manner.
Reporting to LJC Manager, responsibilities will include:

- Monitoring and performing and/or scheduling all facilities and ground maintenance, including vendor serviced areas.
- Performs day-to-day repairs and ongoing preventive maintenance as her/his maintenance abilities and expertise allow.
- In consultation with the LJC Manager, determines when outside vendors are needed to perform facilities maintenance and repair.
- Tracks all required facility physical operations and ensures timely facility maintenance according to maintenance schedules and requirements.
- Oversees the landscaping and grounds maintenance vendor(s).
- Meets regularly with the LJC manager to review all required facility maintenance and repair and related projects.
- Monitors and maintains all facility buildings, HVAC, electrical, plumbing, alarm systems, grounds, and all related utility and maintenance and repair matters on the campus.
- Ensures compliance with appropriate zoning and safety regulations regarding facility maintenance will be strictly observed, such as managing the LJC Storm Water Management Plan, complying with annual elevator licensing inspection requirements, fire code requirements, etc.
- Performs regular safety walkthroughs on the facility.

Hiring & Monitoring of Maintenance Vendor Services

- Additional maintenance and repair vendor services may be hired when deemed necessary. This can include ongoing and regularly scheduled maintenance as well as facility repair and improvement projects. In conjunction with the input and approval from the LJC manager, the Facilities Maintenance Technician will schedule and oversee the search for and contracting of outside service vendors, vendor estimate review and approval, work scheduling, and vendor quality and performance.

Facility Maintenance and Repair

- The Facilities Maintenance Technician is responsible for performing a variety of hands-on skilled craft work including light to mid-level carpentry, plumbing, electrical, painting, etc. When regular maintenance and repair is beyond the range of skills of the Facilities Maintenance Technician, she/he should, in consultation with the LJC manager, arrange for the hiring of properly skilled, licensed, and insured vendors to perform the required work. The Facilities Maintenance Technician ensures that all facilities work is done properly and in compliance with applicable codes and permitting.
Requirements

- Seven to ten years maintenance and/or construction experience.
- High school diploma.
- Strong mechanical and excellent diagnostic skills.
- Good interpersonal skills and a solid work ethic.
- Experience with all aspects of facilities and grounds maintenance operations and capable of performing needed repairs including general plumbing, electrical (non-licensed), HVAC, door locks, alarm systems monitoring, etc.
- Valid Oregon Driver's License.
- The general work schedule is full-time, Monday through Friday with occasional on-call and weekend work as needed.

Physical Requirements

- Ability to climb ladders, lift to 50 lbs. without assistance, and other general physical requirements as expected in general maintenance processes including:
  - Prolonged periods standing and walking throughout facilities.
  - Must be able to bend, lift, stretch, climb, and crawl to maintain equipment and buildings.
  - Must be able to perform work in a variety of weather conditions.

Requirements and Application Procedure

This is a non-exempt, full-time position based in Portland, Oregon. Salary is commensurate with experience. Comprehensive benefits are included in the overall compensation package.

Applicants must submit a cover letter and resume to UWEjobs@jesuits.org

Review of applicants for employment will begin immediately.

Jesuits West makes employment decisions without regard to race, color, sex, national origin, marital status, age, and disability unrelated to job performance. The Province hires without regard to religion when Catholic faith is not a job requirement, and welcomes people of all faiths.