



Community Development Corporation

1488 NE Alberta St. Portland, OR, 97211
www.sabincdc.us | (503) 287-3496 | Fax: (503) 297-3597

Title: Lead Maintenance

Work Sites: All Sabin CDC owned properties around 1488 NE Alberta St. Portland, Oregon 97211

Organization: Sabin CDC

Primary Supervisor(s): Property Manager, Operations Manager

Phone: 503-287-3496/971-998-0303

Email: jennifer@sabincdc.us

Salary position @ 40 hours a week based on experience

BASIC DUTIES:

Sabin CDC requires a handyperson to perform small tasks that contribute to the upkeep and livability of our properties. This person should be willing to:

- Learn about Sabin CDC, its important impact on the N/NE Portland neighborhoods it serves and the Youth Share PDX (YS) Team's role within Sabin CDC's mission
- Generates and tracks service orders
- Inspects vendors work completions
- Supervise Maintenance 2 position
- Work with YS neighborhood youth and other volunteers to do minor building maintenance and landscaping at Sabin CDC properties.
- Perform small tasks that contribute to the upkeep and livability of our properties. These tasks include, but are not limited to, changing smoke detectors, installing blinds and faceplates, rescreening windows, litter pickup, small painting jobs, and checking for plumbing leaks.
- Order all supplies and tools and coordinate plans for minor maintenance and landscaping projects for all Sabin properties.
- Help create integrated ecosystems on Sabin's properties through landscaping and gardening as needed
- Work under the support and guidance of the Sabin Property Manager.
- Each day, ensure that tools and equipment are cleaned and stored securely and receipts are turned in to the Property Manager.
- Maintain and build positive relationships with Sabin CDC's tenants and community organizations and businesses within the neighborhoods Sabin CDC serves.
- Coordinate landscaping and maintenance efforts with community volunteers and other members of the Sabin CDC Leadership team.
- Create and facilitate lawn maintenance routine in support of a healthier neighborhood. Utilize a lawn mower, pressure washer, and edger.
- Be knowledgeable about acquisitions or rental of low cost used building supplies that may be useful at Sabin CDC properties.

REQUIRED QUALIFICATIONS:

- Demonstrated skill working with volunteers
- Demonstrated skill and experience with landscaping and maintenance projects
- Experience with working on projects from beginning to end
- Ability to pass a background verification check.
- Must have a valid driver's license and a driving record that will be approved by Sabin CDC's insurance company.
- Ability to lift up to 50 pounds

- Ability to walk upstairs with equipment

PREFERRED QUALIFICATIONS:

- Strong interest, knowledge, and experience working with teenagers
- Previous experience with performing landscaping in an urban community setting.
- Community organizing experience
- Previous experience in property management and/or minor maintenance position
- Skills and experience with networking and building community contacts.

GENERAL BEHAVIOR STATEMENTS

Sabin CDC has the following expectations of all employees in the areas of problem- solving, initiative, planning/organizational skills, interpersonal skills, attendance/punctuality, and orderliness:

All Sabin CDC Employees, volunteers, and interns are expected to:

- Identify problems in a timely and efficient manner and offer practical solutions to problems whenever possible
- Consider the effects of decisions prior to making decisions
- Offer suggestions in ways to increase efficiency and productivity
- Make appropriate decisions about when to act independently and when to consult with others
- Use resources wisely; schedule work effectively
- Courteously share information with other employees to ensure a knowledgeable, efficient, cohesive team.
- Provide information to tenants, volunteers, and visitors in a courteous and friendly manner
- Offer help to coworkers when own workload permits
- Arrive for work as scheduled not to disrupt, delay or cause additional work for coworkers
- Give proper notification to a supervisor of planned absences
- Keep work area appropriately presentable to the public
- Return shared equipment/supplies to proper storage area after use or at the end of the day.
- Report any concerns to a supervisor in a timely fashion
- Treat co-workers with respect and consideration

Other:

- Licenses: A current Oregon Driver's License is required.
- In order to drive SABIN CDC vehicles, a good driving record is necessary, as well as proof of automobile liability insurance @ \$100,000/300,000 liability limits. The employee is required to maintain such limits for the duration of employment.
- Must be free from illegal drugs, may be subject to suspicion testing.
- Must be able to pass the criminal background check.
- Able to drive/travel long distances.
- Ability to sit at meetings for as long as three hours at a time.
- May have periodic evening and/or weekend activities.

ASPIRATIONS: The following is a list of aspirations that apply to all SABIN CDC positions:

Teamwork - *We join our individual strengths together to create teams and circles of cooperation to promote innovative thinking and bring opportunity to our community.*

Partnerships - *We create collaborative community partnerships to best leverage all resources available for the benefit of the community.*

Diversity - *We welcome and accept differences, and honor our co-workers and clients by treating each person with equality, dignity, and respect.*

Confidentiality & Ethics - *We maintain a high standard of ethics and integrity to ensure the confidentiality of clients and staff.*

Physical Safety - *We respond promptly to address health and safety needs or concerns for tenants and staff.*

Communications - *We encourage timely, open-minded, respectful, and direct communication to alleviate controversies and foster a safe, productive workplace.*

Health & Sustainability - *We seek to inspire and model healthy, sustainable living by recognizing the importance of physical, emotional, and environmental health.*

Public Relations - *We recognize that each of us represents the entire agency in our public interactions and strive to act in a consistently professional and unbiased manner.*

Professional Growth - *We provide an environment supportive of personal and professional growth, continuing education, and advancement.*

SIGNATURES & DATES The following signatures are required to confirm the accuracy and completeness of this Job Description to ensure that essential functions are aligned with organizational goals and objectives, to validate that it is clear, concise and supports compliance with legal considerations and that the employee understands the job requirements.

NOTE: The specific statements reflected in each section of this position description are not intended to be all-inclusive, but rather the basic elements and criteria considered being necessary to satisfactorily perform the duties associated with the position. Because jobs change, management reserves the right to add to or change the duties of the position at any time.

<i>Employee</i>	<i>Date</i>	<i>Immediate Supervisor</i>	<i>Date</i>
<i>Human Resources</i>	<i>Date</i>	<i>Executive Director</i>	<i>Date</i>

Sabin CDC is an equal opportunity employer