



**Zone General Maintenance Mechanic**  
**Portland State University**  
**March 2018**

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### **About Portland State University**

Portland State University (PSU) is an urban university and Oregon's largest - located in the heart of the vibrant city of Portland. PSU educates over 27,000 students and offers programs for Bachelor's, Master's, and Doctoral degrees. PSU is an internationally recognized urban university known for excellence in student learning, innovative research, and community engagement. PSU contributes to the economic vitality, environmental sustainability, and quality of life in the Portland region and beyond. Employees describe Portland State University as a vibrant, diverse, progressive place to work and an environment that welcomes process improvement and innovation. Portland State's 50-acre downtown campus is located in the heart of one of America's most vibrant centers of culture, business, and technology. See [www.pdx.edu](http://www.pdx.edu).

**Facilities and Property Management (FPM)** serves all members of the Portland State University (PSU) community. FPM takes a tremendous amount of pride providing an appealing campus environment in a professional and friendly fashion. The facilities and grounds at PSU consist of over 5 million square feet of facilities and approximately 50 acres of grounds and are the university's largest asset. FPM is charged with the stewardship of this asset which contributes to attracting and retaining students, faculty, and staff.

The department staff works together as a dedicated team to create and maintain a superior and vibrant urban campus learning environment.

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### **The Position**

This position is within the Facilities and Property Management department and is primarily responsible for preventive and reactive maintenance tasks in the "self-support" units across campus. These properties require a more personalized approach, timely responses, and more customer interaction than standard classroom space. They include Smith Memorial Student Union, Transportation and Parking, Peter Stott Center and the Viking Pavilion, Native American Student and Community Center, Science Education Center, University Place Hotel and Conferencing Center, and the Corbett Building.

This position primarily works independently and prioritizes and completes tasks with minimal supervision. However, the General Maintenance Mechanic will work cooperatively with other members of Facilities and Property Management to achieve shared goals. The successful candidate is expected to accept, learn and adapt to new technology, and maintain high professional standards through continual skill development and adherence to PSU uniform and conduct standards. This is an SEIU union represented position.

Responsibilities can vary according to the background and expertise of the mechanic. A general sampling of duties includes:

- Conducts daily building inspections. Self-identifies and assigns or performs needed repairs.
- Provides timely response to reactive work requests from housing residents and staff such as: unplugging toilets and drains, repairing bathroom fans, small appliances, and minor carpentry repairs, changing out locks, and follow-up on heat calls etc.
- Performs preventative maintenance on mechanical, plumbing and building envelope systems including but not limited to boilers, pumps, radiators, generators, small motor units, roofs and roof drains, windows and doors.
- Occasionally works with a team on larger building improvement or repair projects.

## Qualifications:

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- Four years of experience maintaining, repairing, and fabricating parts for machinery, tools, and equipment such as automobiles, trucks, hydraulic systems, lift trucks, etc. (or) completion of an approved mechanical maintenance apprenticeship program.
- Ability to perform in a stressful, fast-paced environment.
- Excellent customer service skills and sensitivity to student schedules.
- Experience working both independently and as part of a maintenance team.
- Must be able to share in on-call rotation and respond to after-hour emergencies.
- Ability and willingness to use computerized work order systems (CMMS).
- Experience maintaining university residence halls or residential properties preferred.
- Must have a valid state-issued driver's license and pass a criminal background check.

## Key Cultural Competencies:

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- Creates an environment that acknowledges, encourages and celebrates differences.
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.
- Adheres to all PSU policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct.

## Why Consider the Opportunity?

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- Exceptional benefits package.
- Long-term job stability.
- Robust [tuition discount program](#).
- Professional development highly encouraged. Specialized training and education available at no cost.
- The University is an interesting and fulfilling place to work. Cultural diversity; happy people.
- No travel required.

## To Make Recommendations or to Apply:

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*PSU is an affirmative action/equal opportunity employer and seeks candidates who are committed to the highest standards of scholarship and professional activities and a campus climate that supports equality, diversity, and inclusion.*



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