

**POSITION:** PDX Maintenance Helper, General/Vehicle Maintenance

**SALARY:** \$22.11 Hourly

**OPENING DATE:** 09/14/21

**CLOSING DATE:** 09/27/21 05:00 PM

**GENERAL INFORMATION:**

Do you want to be a part of an award-winning team who delivers world-class maintenance to keep Portland Airport (PDX) in tip-top shape? The PDX Maintenance Helpers support multiple journeyman trade workgroups. We are looking for candidates with a positive attitude and a willingness to learn, who share our passion for delivering excellence. This position will initially support the Port's General Maintenance and/or Vehicle Maintenance crews, however, could be re-assigned to another craft based on operational need at any time.

NOTE: This is a union represented position; shifts are bid based on seniority. The successful candidate must be available to work any shift and be assigned to any workgroup.

**SUMMARY OF ESSENTIAL RESPONSIBILITIES:**

- General Maintenance:
  - Perform routine labor functions.
  - Operate small tools and equipment.
  - Assist with maintenance and repair of pavements, fences, drainage systems, etc.
- Vehicle Maintenance:
  - Perform lube, oil, and filter preventative maintenance.
  - Change tires and batteries.
  - Perform safety and operational checks on vehicles and equipment.
  - Assist with diagnosis and repairs on vehicles and equipment.
- Landscape Maintenance:
  - Mow grass, edge, and remove clippings using power equipment.
  - Assist with planting trees, shrubs, and ground cover.
  - Operate and perform minor maintenance and repairs to specialized tools and power equipment.
  - Assist with pruning and irrigation work.
- HVAC Maintenance:
  - Perform routine HVAC equipment inspection for preventative maintenance and filter changes.
  - Assist HVAC personnel with equipment repairs and services.
  - Perform routine labor tasks as required at the CUP, and terminal mechanical rooms.
- Building Maintenance:
  - Perform lube and oil preventative maintenance services on bag belt and loading bridge equipment.
  - Assist the building mechanic personnel with building repairs and services;
  - Perform preparatory work, and assist with painting and sanding of buildings and equipment.
  - Perform routine labor tasks as required, such as escorts and moving terminal furniture.

- Storeroom Operations:
  - Assist storeroom personnel with material handling and shipping.
  - Perform parts runs, filling pick tickets, routine cycle counts.
  - Perform routine labor tasks as required, such as escorts and housekeeping.

## **MINIMUM REQUIREMENTS/SKILLS AND ABILITIES:**

### MINIMUM REQUIREMENTS:

- High school diploma or GED is required.
- Course work and/or relevant experience in general construction, vehicle maintenance, landscape maintenance, HVAC, building maintenance, and/or warehousing is preferred.
- Valid driver's license at time of hire is required.
- Class B commercial driver's license at time of hire is preferred; or, the ability to obtain one within the probationary period is required.
- Must be able to pass a criminal history records check to obtain and maintain security clearance for unescorted entry to Port facilities.

### SKILLS AND ABILITIES:

- Must be physically fit and capable of performing a multitude of tasks outdoors in all weather conditions.
- Skilled at operating light duty drivable equipment and gas-powered hand tools.
- Comfortable driving in snow or on ice and utilizing snow removal equipment.
- Demonstrated ability utilizing materials, tools, and skills required to accomplish maintenance tasks.
- Proven team player who shows the utmost respect for others.
- Ability to:
  - Learn and perform new skills as needed for the position.
  - Establish and maintain good working relationships with others.
  - Stay on task and work with limited supervision.
  - Read instructions and write legibly.
  - Demonstrate commitment to valuing differences among individuals and passion for being inclusive.

## **ADDITIONAL INFORMATION:**

- **Safety:** The Port promotes safety as a guiding principle and practice in accomplishing work by complying with safety and health policies and procedures and consistently seeking improvements that support operational excellence.
- **Diversity and Inclusion:** At the Port, we don't just accept difference; we value and support it to create a culture of inclusiveness and fun. We are proud to be an Equal Opportunity Employer.
- **EEO/Affirmative Action Policy Statement:** The Port of Portland is dedicated to maintaining and improving a work environment, which extends equal opportunity to all individuals, regardless of their race, color, sex, age, religion, national origin, marital status, veteran status, disability or sexual orientation. Employment decisions shall be made in such a manner as to further the principle of equal employment opportunity and to comply with state, federal and local laws. We affirm through this policy statement our continuing commitment to the principles of nondiscrimination and affirmative action.
- **Veterans Preference:** Under Oregon law, qualified veterans may be eligible for veterans preference when applying for Port of Portland positions. If you are a veteran and would like to be considered for a veterans preference for this job, please provide the qualifying documents as instructed during the application process.
- **Background Checks and Drug Testing:** The Port of Portland will conduct background checks and/or drug tests for positions where such tests are required by regulation and for other safety-sensitive positions.

- ADA Accommodation: Accommodations will be considered for applicants or candidates with a qualifying disability that prevents them from participating in this process. Accommodations will be made where the Port can reasonably do so without imposing an undue hardship on the business or compromising the integrity of the recruitment process. An applicant with any disability who believes that they need an accommodation should contact Human Resources at 503.415.6000

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.portofportland.com/Careers>

7200 NE Airport Way  
Portland, OR 97218  
503-415-6000

Position #01358  
PDX MAINTENANCE HELPER, GENERAL/VEHICLE  
MAINTENANCE  
WE

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