



JOB DESCRIPTION

Job Title: Maintenance Technician

Part-time 30 hrs/week,

Starting pay Range: \$16.00-\$18.00 per hour

Reports to: Shop Manager

ABOUT US

Community Supported Shelters (CSS) is a (501)(c)(3) charitable organization based in Eugene, Oregon. CSS is nationally recognized for confronting the issue of homelessness and is known for its unique, Conestoga hut micro-shelters. The huts are built in intentionally designed communities that provide safe, supported shelter for up to two years for people in our community who are unhoused.

THE JOB

Water Services

- Deliver fresh potable water to applicable SSC's each week.
- Haul and dispose of greywater properly.
- Routine testing of water tanks, care and cleaning of all water pumping and delivery equipment.
- Practice excellent observance of sanitary practices and procedures.

Work Party Coordination

- Lead Safe Spot Community members during their monthly work party, with safety procedures in mind all while engaging supportively with clients.

General Maintenance of SSC's

- Maintain landscaping, parking lot, grounds, and appearance of exterior of buildings, keeping areas free of trash and debris
- Maintain safety and security of each Safe Spot Community and follow key and lock procedures. Maintain key stock and lock replacement promptly and as needed.
- Perform preventive maintenance in common areas (solar power, stoves, etc.) and Conestoga Huts.
- Complete repairs and maintenance on Conestoga Huts, performing routine/seasonal maintenance tasks as needed.
- Manage the completion and documentation of maintenance work orders.
- Support dump runs and hauls as needed (loading, unloading, driving, etc.)
- To be ready to support the shop staff with general support when asked (i.e. occasional small paint projects, assembly, unloading, dump runs, etc).
- Be able to shadow other jobs on Shop Team and provide shadow training to others.
- Keep an eye on resource usage in SSC, and report changes to team facilitator and/or clients
- Maintain confidentiality of client information
- Key Maintenance for Communities

Hut Cleanouts & Refurbishing

- Prepare and plan for Hut cleanout requests
- Follow cleaning procedure of recently vacated huts, mattresses, and frames with care
- Distribute items left behind by previous clients following procedures, and with respect
- Ensure communication of a job complete, or a job extended as needed

BENEFITS

- Paid Time Off (based on hours worked)
- Flexible schedule

THIS POSITION HAS THE OPPORTUNITY FOR GROWTH!

We believe Black, Indigenous and people of color, members of the LGBTQIA+ community, and people with disabilities must be centered in the work we do, so we strongly encourage applications from people with these identities or who are members of other marginalized communities.

Additionally, studies have shown that women and people of color are less likely to apply for jobs unless they believe they are able to perform every task in the job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes with relevant transferable skills from a variety of sources and experiences. We will consider any equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications.

CSS provides an excellent career opportunity for personal and professional growth and achievement, and an opportunity for meaningful work addressing the nationwide challenge of homelessness.

CSS provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Interested candidates should submit a cover letter and resumé to: **careers@cssoregon.org** with 'Shop Worker' in the subject line.