Facilities Technician Job Description – 10/01/26

Mt. Tabor Presbyterian Church/TaborSpace
5441 SE Belmont St., Portland, OR 97215
(503) 234-6493

Part-time, non-exempt, overtime eligible
On-Site position; may require evening or weekend responsibilities

About Mt. Tabor Presbyterian Church/Taborspace

The Mt. Tabor Presbyterian Church/TaborSpace facility is a 35,000 sq ft, building that is both a worship space for our congregation and a community space for the hundreds of people that utilize the space each week, including folks visiting the onsite coffee shop. The main building was first constructed in approximately 1910, and has been expanded upon in later years with a 1929 addition and a 1960's addition. Along with the main building there is a 600 square foot rental house next to the building. The larger property, includes a half block of parking lot and substantial lawn. Along with the Mt. Tabor Presbyterian Church/Taborspace facility we have a secondary facility located on 71st and Fremont, that is around 16,000 square feet.

About the job:

The Facilities Technician will be responsible for maintaining the church buildings and grounds, including:

- Fielding maintenance requests at both facility sites from church staff, Taborspace staff, Building Partners, patrons, and Roseway Recovery Cafe volunteers.
- Performing simple maintenance jobs such as light bulb replacement, painting, wall patching, minor repairs, and replacement etc.
- Hiring contractors (carpenters, plumbers, hvac, electricians, etc.) for more complex tasks and making sure the work is completed effectively, efficiently, and according to bids and contracts.
- Meeting with subcontractors, getting multiple bids, checking references.
- Communicate and lead monthly Buildings and Grounds Committee Meeting, bringing maintenance needs to the committee, following appropriate processes for approval of bids and project costs. Providing reports to Session (nonprofit board).
- Scheduling preventive building maintenance
- Documenting repairs/maintenance, setting up systems for projecting future building needs.
- All tasks will be performed at both the Belmont facility location and the 71st facility location.
- Supervised by the Mt. Tabor Presbyterian Church/Taborspace Head of Staff

Requirements and preferences:

The ideal candidate will have:

- Experience with a variety of maintenance tasks such as basic carpentry, painting, and electrical.
- Knowledge about building maintenance and the needs of old buildings.
- Ability to attend to multiple projects, prioritize, and manage time effectively.
- Proficiency with scheduling tools, recordkeeping, and vendor management.
- The ability to complete tasks quickly, effectively, and independently.
- Excellent interpersonal and communication skills as well as the ability to develop strong relationships with a variety of organizational stakeholders.
- Basic computer skills (email, spreadsheets, etc.)
- Good judgment and organizational skills.
- Ability to lift up to 50 lbs and perform basic maintenance tasks

- Valid driver license and reliable transportation.

Estimated number of hours per week:

- 15-20 hrs/week
- $25-27/hr, based upon experience and qualifications.

Other Benefits:

- Paid time off/ Paid holiday benefit
- Enhanced pay opportunities on holidays

Interested applicants should send resumes to pastor@mttaborchurch.net, open until filled. Background check required prior to hire. No phone calls please.