



**Phinney Neighborhood Association**  
**Facilities Maintenance Technician Job Announcement, 20 hours a week**  
**July 2021**

### **Phinney Neighborhood Association Mission**

The mission of the [Phinney Neighborhood Association \(PNA\)](#) is to build, engage, and support our diverse community through programs, services, and activities that connect neighbors and foster civic engagement.

### **Position Overview**

The PNA is committed to building a culture of equity and inclusion, believing that a diversity of staff, Board, and programming is essential to achieving our mission. We are looking for someone who is willing to work with *and* challenge this organization and the community to be our most respectful, accepting, and sympathetic selves. The Facilities Maintenance position is responsible for general facilities maintenance with flexible hours. This position is 100% onsite.

We are looking for someone who is skilled at basic maintenance (light carpentry, electric, plumbing, and mechanical). The Facilities Maintenance Technician will be responsible for repairs and maintenance at PNA's three sites. This position is responsible for positively representing the PNA. This position reports to the Facilities Director.

### **Essential Responsibilities**

- Troubleshoot and correct minor maintenance problems involving building interiors and exteriors and basic mechanical, electrical, and plumbing systems
- Perform preventative maintenance duties such as cleaning and changing filters and grills, clearing floor and yard drains, and performing seasonal weather-related work
- Upkeep, repair, and painting of interior finishes and repair and maintenance of fixtures, windows, and doors
- Perform routine plumbing repairs such as replacing fixtures, clearing clogged drains, and repairing leaks
- Perform routine electrical repairs such as replacing light bulbs, fluorescent lamps and ballasts, light fixtures, switches, and outlets
- Purchase supplies, equipment, and materials necessary to complete project work
- Undertake both rough and finish carpentry projects
- Move large and heavy objects (e.g. furniture, appliances) in a safe manner
- Assist as needed to support PNA events and special programs

### **Qualifications**

- 2 years' experience in variety of trades related to building maintenance and repair
- Experience performing a variety of building maintenance and repair tasks using established procedures, techniques, and best practices
- Ability to safely operate machinery, equipment, and tools necessary for the maintenance and repair of buildings
- Knowledge of occupational hazards and appropriate safety precautions

- Skill in reading and following operating and assembly instructions
- Excellent decision making and critical thinking skills
- Team-orientation and appreciation for community-building mission of the PNA
- Ability to work independently
- Work involves moderate to heavy work in all types of weather. There is frequent need to stand, stoop, walk, climb stairs, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday
- Ability to pass national criminal background check

### Compensation

This is a 20 hour per week position, with flexible schedule for program work and flexible hours for maintenance work. This position requires work hours on most Saturdays. Pay range is \$20-22/hour DOE. Benefits include: health insurance; 401(k) plan with employer match; long-term disability insurance; a flexible spending account; self-paid Aflac products; a free PNA household membership with reduced costs for classes and room rentals; 3 weeks personal time off the first year, increasing annually; Christmas Eve – New Year’s Day off; and 8 paid holidays (total paid time off first year: 5.5 weeks). We offer a convivial, positive, and flexible working environment. The PNA is an Equal Opportunity Employer working towards a culturally diverse work place. Applicants representing the diversity of our community are encouraged to apply.

### About the Phinney Neighborhood Association

Headquartered in a former elementary school, the PNA has developed an active community center that not only serves as a focus of the Phinney/Greenwood neighborhood, but also offers programs and activities that reach far beyond the immediate neighborhood, at five different sites in Phinney, Greenwood, and Ballard. Current programs include four preschool cooperatives, a licensed preschool and school age program at Whittier Elementary School, a hot meal program, the Greenwood Senior Center, PNA Village, an art gallery, a tool lending library, a business membership program, family memberships, room rentals, and countless special events that bring friends and neighbors together. We co-sponsor a summer farmers market and weekly contra dancing and folk music concerts. The PNA serves over 27,000 people each year, has 60 staff, 1,300 volunteers, and an annual budget of \$2.5 million.

### To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications, and a resume to [apply@phinneycenter.org](mailto:apply@phinneycenter.org). Preference will be given to candidates who apply by July 30<sup>th</sup> at 5 pm.