

Part-Time Shop Technician Position Description

Job Classification: Shop Technician (Cornelius OR Location)

Application Deadline: Open until filled

Job Responsibilities

Work as part of a team to organize and maintain shop space and equipment for a local environmental restoration contractor. The job consists of collaborating with a small team to ensure that multiple crews performing manual labor have what they need to be productive every day. The desired applicant should also be able to manage their time efficiently without direct oversight and clearly communicate with the other team members. The Shop Technician will work out of Mosaic's Cornelius location, with some travel required to the NE Portland location possible.

- Cleaning the shop area, keeping equipment and materials organized
- Cleaning work trucks inside and outside, maintaining them via appointments, etc,
- Conducting basic repairs on chainsaws, brushcutters, hand tools, spray packs, and general gas powered tools,
- Keep supplies stocked (first aid, personal protective equipment, herbicides, fuel, tools, herbicides, etc.)
- Tracking the inventory of equipment and their repairs if needed
- Working with labor crews to properly use equipment and maintain them in the field

Skill Requirements

- Excellent customer service and personal relations skills
- Experience with truck maintenance, small engines, and hand tools
- Ability to operate a vehicle and trailer
- Self motivated and able to manage one's time efficiently
- Experience managing a shop-space or garage is preferred
- Proficient with a computer,
- Great work ethic,
- Able to lift over 50 pounds repeatedly,
- Good driving record

Schedule and Benefits:

- Work week: 16-20 hours per week
- Work week schedule is flexible with part days or evenings possible dependent on discussion
- This is a year-round position
- Wage: \$17-20/hour DOE
- Paid Leave: PTO is accrued at 3 minutes, 36 seconds per hour worked (120 hours - full time equivalent)
- If the applicant would like to work in the field, the position could consist of 40 hrs/week.

Position Breakdown

- 50% Cleaning, organizing, and maintaining shop space
- 20% Supply inventory and ordering
- 20% Maintaining and fixing equipment
- 10% Computer work (communicating with Mosaic staff, updating spreadsheets, etc)

Interested applicants should submit a cover letter and resume by email to Leah Bollin at Bollin@mosaicecology.com the subject line reading "Shop Technician Job Application: Cornelius".

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