



Shop Manager

Location: Portland, OR

Job Responsibilities

Work as part of a team to manage two company locations, fix and maintain tools and equipment, and transport and operate heavy machinery and company vehicles. The position requires an ability to communicate effectively with diverse field personnel. The position is based in NE Portland, and requires regular travel to maintain facilities and equipment at the Cornelius location. Computer use will be required for record keeping, communication, and ordering. Regular responsibilities include picking up supplies, bringing vehicles and equipment in for service, transporting plant materials, mobilizing/operating heavy equipment, and implementing policies that reduce our operations' environmental impacts.

Specific Job Duties

- Designing and managing protocols and systems for company equipment, and machinery
- Conducting basic repairs on two stroke engines (chainsaws, brushcutters, augers), hand tools, spray packs, and farming equipment
- Collaborating with others to keep supplies stocked (i.e first aid, personal protective equipment, herbicides, fuel, etc.)
- Running errands, conducting deliveries, and bringing equipment in for service
- Tracking inventory of equipment and supplies and logging equipment repairs
- Properly using and maintaining equipment in the field
- Cleaning the shop areas, keeping equipment and materials organized
- Cleaning work trucks and equipment inside and outside
- Incorporating sustainability into daily tasks and reducing the company's ecological footprint
- Consistent communication with project managers, crew leaders, and crew members on topics such as shop organization, daily workflow improvements, equipment maintenance, sustainability practices, and other associated areas that fall under the shop manager's responsibility.
- Assigning safety gear to new hires, renewing expired safety items in a timely manner
- Improving crew members' management of shared shop space and company equipment
- Building office furniture, work benches, and other small carpentry tasks as needed

Skill Requirements

- Basic experience with common landscaping tools such as; small engines, spray packs, and hand tools
- Excellent driving record and ability to operate a truck and trailer
- Self-motivated and able to manage one's time efficiently
- Knowledge of basic carpentry
- Proficient with a computer, able to use/learn Microsoft programs and Google Suite
- Great work ethic
- Able to lift over 50 pounds repeatedly
- Excellent inventory management skills



- Excellent communication skills
- Excellent organizational skills
- Able to adapt schedule to complete time sensitive tasks
- Experience with heavy equipment operation is a plus

Schedule and Benefits:

- Work week: 40 hours per week. This is a year-round position
- Wage: \$28-32/hour DOE
- Paid Leave: 160 hours of PTO can be earned annually consisting of 40 hours of sick time, 120 hours of vacation time
- An annual \$250 raingear stipend
- 8 hours of paid volunteer time to be spent at a local mission driven organization per calendar year
- 16 hours of paid time for professional development and \$300.00 financial support for professional development opportunities per calendar year
- Comprehensive medical, dental and vision coverage with a 80% employer contribution
- Simple IRA upon enrollment, with up to 3% company matching contribution
- 6 paid holidays (New Year, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas)

Position Breakdown

- 30% Cleaning, organizing, and maintaining shop spaces
- 20% Supply inventory and ordering
- 20% Maintaining and fixing equipment/vehicles
- 10% Creating, training, and communicating company sustainability standards, and standard operating procedures with crew and leadership
- 10% Operating heavy equipment such as mowers, sprayers, etc.
- 5% Computer work (communicating with Mosaic staff, updating spreadsheets, etc)
- 5% Small carpentry and construction projects

Mosaic Ecology LLC offers equal employment opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, marital status, veteran status, disability, medical condition, gender identity or sexual orientation.

**Please send your resume to Operations Coordinator, Victor Velasco:
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