JOB TITLE: Facilities Coordinator  
REPORTS TO: Facilities Manager  
STATUS: Full-Time Non-Exempt Hourly, Fully Benefited  
LOCATION: Portland, Oregon  
COMPENSATION: $17.50-$19.50 + Benefits  

_Lan Su Chinese Garden’s mission is to cultivate an oasis of tranquil beauty and harmony to inspire, engage and educate our global community in the appreciation of a richly authentic Chinese culture._

About Lan Su Chinese Garden: Lan Su Chinese Garden is one of Portland’s greatest treasures and most interesting sites to see while visiting Portland. A result of a collaboration between the cities of Portland and Suzhou, our sister city in China’s Jiangsu province that is famous for its beautiful Ming dynasty gardens, Lan Su was built by Chinese artisans from Suzhou and is one the most authentic Chinese gardens outside of China.

POSITION SCOPE:  
Maintain, repair, and enhance the facilities of a world class garden and cultural destination to a level noticeable and admired by visitors. Preserve, renew, and refresh all surfaces in the garden in a manner befitting the authentic design and materials.

RESPONSIBILITIES:  

Facilities and Maintenance:  
- Provide continual routine and preventative maintenance to prevent the ruin and degradation of the garden and to keep the garden in a neat, clean, and pleasant condition.
- Assist and follow instructions on repairs and maintenance of the garden, Teahouse, and garden office items.
- Complete daily maintenance log.
- Order, organize, and keep inventory of all cleaning supplies.
- Transport maintenance materials using the garden truck.
- Prepare, prime, and paint garden walls with consideration of the historic structure, plants, and the impact on visitors.
- Assist in maintenance of windows, woodwork, furniture, and rafters within garden structures and spaces.
- Sweep, mop, and power wash terraces, floors, and pathways.
- Check and clean bathroom surfaces and replenish supplies.
- Manage garbage and recycling bins.
- Perform all activities within the safety directives of the garden.
- Speak knowledgably and thoughtfully with visitors while performing garden maintenance.
- Perform related duties as assigned, within your scope of practice.
Event and Programming Support:
- Assist the events and programming staff with set up and break down of equipment, furniture, and decorations as needed.
- Build barriers, props, ramps, and other items as directed.
- Transport garden belongings to and from off-site storage using the garden pick-up truck.
- Perform related duties as assigned, within your scope of practice.

ESSENTIAL QUALIFICATIONS:
- At least one (1) year of verifiable experience in a building maintenance or handyman position.
- Passion for a specialized environment requiring a craftsperson with high attention to culture and detail.
- Demonstrated ability to perform maintenance and repair of building structures, equipment, and systems.
- Experience preparing, priming, and painting a variety of surfaces.
- Proven work history showing attention to detail and care in executing and completing work.
- Self-motivated and driven to meet goals and established deadlines.
- Valid state driver’s license and ability to drive a full-size pick-up truck.
- Ability to safely operate and maintain hand tools, ladders, and general equipment.
- Ability to occasionally perform heavy, physical labor in all weather conditions.
- Ability to work independently and as part of a team.
- Ability to work with volunteers and interact with the public.
- Excellent communication skills with visitors, colleagues, volunteers, and members of all ages and backgrounds.
- Aptitude for independent problem solving with a positive, calm, and thoughtful demeanor.
- Willingness to understand the craftsperson-ship of maintaining structures in the garden.
- Interest in woodworking and carpentry.
- Knowledge of Chinese/Asian culture advantageous

For your personal well-being, the Garden offers: (Full-time, fully benefited positions)
- Beautiful Garden environment with areas to walk and enjoy an oasis of tranquil beauty.
- Employer Paid Health and Dental Insurance for employee only coverage.
- Employer-paid Group Life/ADD and short-term disability insurance.
- Vacation time accrual
- Sick time accrual
- One (1) Personal Floating Holiday per year
- Holiday pay or accrual of floating holiday if you are scheduled to work on a Lan Su recognized paid holiday.
- Garden Shop & Teahouse Discount
- 401K Participation and Employer match
- Complimentary Family & Friends Membership to Lan Su Chinese Garden
- Complimentary gym access to the workout facility in the administrative office building
- Complimentary access to reciprocal venues throughout Portland
TO APPLY

We look forward to hearing from you, just follow these few steps to send your information to us: Please submit a cover letter, resume and three references. E-mail the application to lansuhr@lansugarden.org. In the email subject line, please put "Facilities Coordinator". Please also direct any questions regarding this job opening to lansuhr@lansugarden.org. Phone calls regarding this position will not be accepted at this time.

Lan Su Chinese Garden is committed to maintaining an environment where employees contribute to the organization’s achievement, take pride in the results of their work, are appreciated as individuals, and are encouraged to develop to their fullest extent. Lan Su is an Equal Opportunity Employer. It is our policy that employees will not be discriminated against in the terms and conditions of employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, disability, or any other classification protected by law.