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JOB TITLE: Preservation and Facilities Coordinator
REPORTS TO: Preservation and Facilities Assistant Manager
STATUS: Full-Time Non-Exempt Hourly, Fully Benefited, On-Site
LOCATION: Portland, Oregon
COMPENSATION: \$19.00-\$20.50+ 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: More than just a botanical garden, Lan Su Chinese Garden opened in 2000 through a collaboration between Portland and its sister city, Suzhou. Built by Suzhou artisans, it stands as one of the most authentic Chinese gardens outside of China. Inspired by Ming dynasty scholars' gardens, Lan Su evokes beauty, provokes thought, and offers over 500 programs annually through community partnerships. At Lan Su, we proudly embrace our mission to inspire, engage, and educate our global community in the appreciation of a richly authentic Chinese culture.

POSITION SCOPE:

Maintain, repair, restore, 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:

- Lead, follow and embrace the Lan Su Vision, Mission & Values.
- Perform preventative and restorative maintenance to protect the garden from deterioration and maintain a clean, welcoming environment.
- Support preservation-based repair and restoration efforts across the garden, Teahouse, and garden offices, always considering historical authenticity and craftsmanship.
- Complete daily maintenance log.
- Order, organize, and keep inventory of all cleaning supplies.
- Assist in the preservation of windows, woodwork, furniture, and rafters within historically significant structures, using appropriate methods and materials.
- Maintain stone pathways, tile floors, and terraces through sweeping, mopping, and power washing, while preserving surface materials.
- Clean and restock visitor restrooms, maintaining a high standard of cleanliness in a culturally respectful setting.
- Manage garbage and recycling.
- Perform facilities management for Lan_Su offices.
- Coordinate with vendors for garden maintenance projects.
- Perform all activities within the safety directives of the garden.
- Speak knowledgeably and thoughtfully with visitors while performing garden maintenance.
- Perform other duties as assigned.

Event and Programming Support:

- Assist the events and programming staff with set up and breakdown 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 other duties as assigned.

ESSENTIAL QUALIFICATIONS:

- At least one (1) year of verifiable experience in a building maintenance or handyman position.
- Passion for a specialized environment requiring a craftsman 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 craftsmanship 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:

- 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 "Preservation and 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.



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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.