



Consolidated Business Services (CBS) has an opening for a full time **Building Maintenance Specialist**.

The primary purpose of this position is: Responsible for providing support for buildings, grounds, and vehicles. CBS provides a unique opportunity to partner with a variety of telecommunication companies to deliver personalized services. The reporting location for this position will be **Canby, OR**. These services will involve travel to various partner locations using a company vehicle in the Willamette Valley area.

JOB DUTIES AND RESPONSIBILITIES:

- Provide general maintenance of physical property including minor painting, plumbing repair, electrical repair, light replacement, drywall repair, and other work as needed.
- Responds to requests for supplies, ensuring that adequate levels of copy paper, bath/kitchen items, and janitorial supplies are maintained in work areas.
- Repairs or replaces doors, lights, and other fixtures and hardware as necessary.
- Support vendors with vendors who maintain and/or repair company assets – landscape service, roofers, gates, pest control, etc.
- Responds to requests to move items between departments as requested (furniture, boxes, equipment) or between sites
- Act as point of contact for on-site property inspections (back flow, electrical, etc.)
- Assembles furniture and makes modifications to furniture as requested.
- Maintains inventory for building maintenance.
- Responds to weather-related situations – de-icing walkways, coordinating removal of storm-related debris, etc.
- Responsible for the coordination of scheduled maintenance, repairs, inspections, registrations, cleaning, etc. for all fleet vehicles, including forklift.
- Assists with warehouse organizing/cleaning as requested.
- Partner with a variety of telecommunication companies to deliver and implements procedures with consistent applications that are shared throughout the partner companies.
- Performs other job duties and responsibilities as required to fulfill job functions or as assigned.

JOB REQUIREMENTS:

- The ideal candidate will have 1-2 years previous experience property maintenance or general construction experience.
- Must possess a valid driver's license with a good driving record.
- Knowledge and understanding of the safety hazards, precautions, methods, tools, and materials used in the construction trade.
- Ability to reach, bend, work from ladders at various heights, and lift 50 pounds as needed.
- Skilled in use of hand and power tools and equipment.



We are a drug free company and offer a generous benefits package. Applicants must possess and maintain a valid Oregon driver's license and a clean driving record.

The CBS team is committed to; Collaboration- We will foster a genuine and respectful workplace where everyone feels valued and acknowledge. **Balance** – We will grow together through strong relationships with each other and our partners. **Service-** We will encourage an environment of innovative thinking and create efficiencies to deliver outstanding service to our partners. If you are a qualified candidate, share our values and would like to join the CBS team please submit your resume by email to jobs@cbsoregon.com or fax 503-263-9399. For more information about us, please visit <http://cbsoregon.com/>