

Part-Time Window Repair Assistant

Small, woman-owned business looking for motivated, honest and friendly individual who appreciates older homes.

Job Description

This is a physically demanding position. A Window Repair Assistant will help repair original, double-hung windows in structures built in the mid-1940's and earlier.

Hours/Days of Work

This is a part time position averaging 12-24 hours/week. Work hours are generally Monday through Wednesday (occasionally Thursday and Friday), 8:30am – approximately 3- 4pm (sometimes longer).

Job Location

Locations vary within the Portland city limits. Applicant must have reliable transportation to job sites. Mass transit and bike transportation is encouraged.

Previous Experience Requirements

Labor-intensive experience required. Prior experience in the construction trade is desirable. Must be able to identify basic hand tools and have experience using them. Good communication skills and ability to follow directions required.

Duties and Responsibilities

Individual will work directly with supervisor. Tasks include but not limited to:

- Move equipment to/from truck to work area
- Set up and clean up work area
- Handle window sash and mouldings
- Use hand tools
- Scrape paint
- Make minor repairs
- Work with caulk and spackle

Additional Responsibilities and Requirements

- Must be able to understand and speak conversational English
- Act as a favorable representative of the Company – good customer service skills and friendly, polite personality required
- Honesty, punctuality, and attention to detail are critical traits
- Must follow Company procedures and safety standards,

- Must use safety gear including dust mask, respirator (when required), ear plugs, safety glasses, gloves and coveralls

Physical Requirements

This is a physically demanding position. 100% of time spent standing; 75% time spent bending; 25% time spent lifting and carrying items up to 50#, often up/down stairs.

- Must use good judgment when making proper body mechanics decisions
- Must be capable of lifting 50 pounds and occasionally work above shoulder height
- Must be able to comfortably touch toes from standing position and remain in that position for several minutes
- Must have a strong grip and good balance
- Occasionally will need to work in small spaces
- Majority of duties are performed indoors near open windows (rain or shine)

Pay

\$11-\$12/hour to start, depending on experience.

How to apply

If you feel you are a good fit for this position, please email your resume and a short letter of interest, and provide at least 3 references. Must be able to pass drug test and background check.