



**JOB TITLE**

**Van Maintenance Specialist**

**VOLUNTEER DEPT.  
CONTACT PERSON**

**Lauren (503) 535-3840 [laurenc@outsidein.org](mailto:laurenc@outsidein.org)**

**COMMITMENT**

Weekly, approximately 2-4 hours

**PURPOSE**

To develop and maintain mechanical support for Outreach vehicle operations

**PROGRAM**

**Clinic**

**DUTIES**

- Oversee weekly van maintenance and mechanical needs for the clinic Mobile Medical Veh commercial RV)
- Checking regularly tires, generator and engine oil, generator coolant and engine battery flu
- Troubleshooting vehicle mechanical and operational problems
- Monitoring and checking van for damages and leaks
- Schedule van maintenance and cleaning
- Overseeing winterizing of van features
- Carry out other maintenance duties as requested by Clinic Manager or Outreach Administr

**QUALIFICATIONS**

- Good communication skills
- Experience and interest in vehicle mechanics and maintenance
- Flexible schedule
- Ability to work with people of diverse backgrounds
- Ability to work independently and as part of a team

**REQUIRED  
TRAININGS**

New Worker Orientation

**RECOMMENDED  
TRAININGS**

- Complete computerized HIPAA training **prior to starting**
- Blood Borne Pathogens training
- De-Escalation Training
- CPR/First Aid - **minimal fee**