



<b>Job Title:</b>	<b>Facilities Care Technician</b>
<b>Department:</b>	<b>Shelter Operations</b>
<b>Job Classification:</b>	<b>Part-Time; Hourly, Non-Exempt Position</b>
<b>Job Relationships:</b>	<b>Reports to Facilities and Maintenance Manager</b>
<b>General Purpose:</b>	<b>Responsible for the care, cleanliness and appearance of the ARLGP campus</b>

**PRIMARY PURPOSE:** To facilitate the efficient operation of the shelter and other buildings on the campus through the maintenance and cleaning of facilities, equipment and grounds.

**PRIMARY RESPONSIBILITIES:**

- Assess and consider daily 1) the safety of our employees, 2) the security of our assets and 3) service we provide to our customers 4) the appearance of our properties.
- In coordination with the Facilities and Maintenance Manager, maintain the overall appearance and safety of the premises.

**General:**

- Custodial tasks including trash collection and floor and drain cleaning
- General straightening and cleaning inside the buildings
- Driving errands including trips to pick up/deliver supplies and donations and dropping off vehicles for repairs and maintenance
- Equipment cleaning and basic maintenance
- Interior and exterior air filter changes and filter scrubbing
- Moving supplies between buildings on campus

**Summer:**

- Mowing walking trails and stormwater control areas
- Lawn watering

**Winter:**

- Sanding and salting as needed
- Snowblowing dog exercise yards and miscellaneous areas
- Miscellaneous hand-shoveling tasks

**NECESSARY SKILLS:**

- Ability to work independently and provide feedback on the status of current projects
- Strong communication and organizational skills and the ability to work effectively with others across the organization and with external vendors

**MINIMUM QUALIFICATIONS REQUIRED:**

- Must be able to lift at least 50 lbs. unassisted
- Able to access a non-handicapped accessible building several times per day as well as climb steep stairs unassisted
- Ability to pass the pre-employment physical exam
- Valid Maine driver's license with a good driving record
- Ability to lift, bend, twist and kneel as job responsibilities dictate
- Ability to work from step ladders

**WORK ENVIRONMENT:** While performing the duties of this position, the employee is frequently exposed to odors or airborne particles including animal fur, dander and potentially zoonotic diseases and toxic chemicals. The noise level in the work environment is very loud. Frequent driving is required.