



JOB TITLE: Facilities and Maintenance Technician

DEPARTMENT: Shelter Operations

JOB CLASSIFICATION: Full Time; Hourly, Non-Exempt Position

ACCOUNTABILITY: Facilities and Maintenance Manager

PRIMARY PURPOSE: To facilitate the efficient operation of the shelter and additional buildings in accordance with established policies and procedures and to ensure the proper repair, maintenance and cleanliness 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, safety and functionality of the premises.
- Facilitate and perform effective and proper routine maintenance and repair of facilities, equipment and grounds to ensure the efficient operation of the ARLGP.
- Equipment and facilities include but are not limited to buildings, HVAC components, plumbing and sanitary systems, vehicles, appliances, laundry and dishwashing equipment, and security/alarm systems.
- The provision of repair and maintenance services shall include a combination of hands-on work by this employee and the coordination and oversight of vendors, under the instruction of the Facilities and Maintenance Manager, who provide these services to the ARLGP.
- Ensure maintenance and repair supplies are on hand so that these functions can be performed in a cost-effective and timely manner as needed by staff or vendors.
- Maintain a working-level inventory of the materials and supplies the ARLGP uses in its daily operations and ensure the orderly storage of these supplies.
- Provide necessary training for staff and volunteers to ensure proper operation of the equipment and facilities ARLGP uses to carry out its mission.

ADDITIONAL RESPONSIBILITIES:

- Oversee the set-up and break-down of special events as needed, along with the orderly storage of event equipment.
- Coordinate and execute the removal of snow and ice from the ARLGP property in conjunction with the snow removal company. Applicant must be willing to work snowstorms which will include working weekends and outside normal business hours as necessary.
- Execute grounds keeping functions in coordination with the grounds keeping company.
- Travel to offsite locations based on the needs of the organization.
- Remain on-call by phone for building emergencies and after-hours alarm calls.
- Other duties as assigned as the needs of the organization dictate.

NECESSARY SKILLS:

- Be able to work independently and provide feedback on the status of current projects.
- Excellent communication skills, strong organizational skills, and the ability to work effectively with others across the organization and with external vendors.
- Computer skills: Word, Excel, Outlook.
- Pleasant and professional phone demeanor.
- Be able to perform basic building maintenance and repair tasks, including basic carpentry, plumbing, painting, and equipment maintenance tasks.
- Basic grounds-keeping skills.

MINIMUM QUALIFICATIONS REQUIRED:

- Previous experience in a job that required the performance of basic building repair and maintenance task preferred.
- Proactive, positive, 'recycle, reuse and repurpose' attitude
- Valid Maine driver's license with good driving record
- 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.
- Able to work with arms overhead, using tools.
- Able to scoop, bend, twist, lift, climb and squat as part of normal job functions.

WORK ENVIRONMENT

While performing the duties of the job, 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.

TO APPLY

Please submit a cover letter outlining your qualifications, reasons for pursuing a career in animal welfare and salary requirements, along with your resume to jobs@arlgp.org with the subject line "Facilities Technician."

The ARLGP will review applications that meet the above submission requirements for the job posted. Due to the significant interest in our job openings; follow-up communication is limited to candidates who meet the posted qualifications. If you have not been contacted within a month of application, you may assume that you have not been selected as a candidate. Due to the volume of interest in our positions, no calls please.