



<b>Job Title:</b>	<b>Facilities and Maintenance Technician</b>
<b>Department:</b>	<b>Shelter Operations</b>
<b>Job Classification:</b>	<b>Full Time; Hourly, Non-Exempt Position</b>
<b>Job Relationships:</b>	<b>Reports to Facilities &amp; Maintenance Manager</b>
<b>General Purpose:</b>	<b>Responsible for the maintenance and care of the ARLGP campus</b>
<b>Initial Release</b>	<b>12/20/2022 MKM</b>

**PRIMARY PURPOSE:** To facilitate the efficient day-to-day 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:**

- In coordination with the Facilities & Maintenance Manager, maintain the overall appearance, safety, and functionality of the campus.
- Assess and consider daily:
  - the service, safety and security of our employees, and assets.
  - the appearance of our properties.
- Responsible for performing effective and proper routine and preventative maintenance and repair for the efficient operation of the ARLGP facilities. This includes, but is not limited to heating, refrigeration, cooling, sanitation systems, vehicles, appliances, laundry equipment, dishwashing equipment, sanitizing equipment and security/alarm systems.
- Under the instruction and in coordination with the Facilities Manager, provide guidance to outside vendors and contracted services.
- As assigned, performs, or assists with maintenance and repair work, or coordinates for such work to be completed with department Manager to ensure buildings, appliances and shelter areas are safe to employees, public and the animals.
- Maintain and ensure a “working-level” inventory of supplies and materials to support the daily functions of the ARLGP. This function shall be coordinated in a cost and timely manner to support the needs of our staff.
- Provides necessary training for staff and volunteers to ensure proper operation and usage of the organization’s facilities, vehicles, chemicals, and cleaning equipment.

### **ADDITIONAL RESPONSIBILITIES:**

- Snow removal, occasional trail work - comfortable working outside in inclement conditions.
- Support the set-up and break-down of special events as needed along with providing orderly storage of event materials.
- Execute grounds keeping functions (both snow removal & Landscaping) In coordination with the contractor and facilities manager.
- On-call for building emergencies and after-hours alarm calls.
- Other duties as assigned.

### **SKILLS & ABILITIES NECESSARY:**

- Computer skills required including Word, Excel, email, and all other forms of electronic communication.
- Excellent communication skills, strong organizational skills, and the ability to work effectively with others.
- Ability to work independently with consistent feedback on status of current /ongoing projects.
- Excellent attention to detail.
- Maintain suitable employer/employee relations within the organization.
- Building maintenance and grounds care experience including painting, basic plumbing, carpentry, and equipment maintenance with high mechanical aptitude.
- Proactive, positive, 'recycle, reuse and repurpose' attitude with the ability to work as a proactive team member within the organization.

### **MINIMUM QUALIFICATIONS REQUIRED:**

- 2+ years of experience in facilities maintenance or equivalent – preferred.
- Kennel/animal/janitorial experience – preferred.
- Valid driver's license with a clean record.
- Must be able to lift 50 lbs. and able to access non-handicapped areas several times per day as well as climb steep stairs unassisted.
- Able to work on ladders and conduct overhead work for filter replacements and overhead lighting.

### **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.