



Job Title:	Facilities and Maintenance Technician
Department:	Shelter Operations
Job Classification:	Full Time; Hourly, Non-Exempt Position
Job Relationships:	Reports to Facilities & Maintenance Manager
General Purpose:	Responsible for the maintenance and care of the ARLGP campus

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.
- 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 for employees, the public and the animals.
- Maintain and ensure a “working level” inventory of supplies and materials to support the daily functions of the ARLGP.
- Provides necessary training for staff and volunteers to ensure proper operation and usage of the organization’s facilities, vehicles, chemicals, and cleaning equipment.

MINIMUM QUALIFICATIONS REQUIRED:

- 2+ years of experience in facilities maintenance or equivalent – preferred.
- Building maintenance and grounds care experience includes 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.

- 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.

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 "Facilities & Maintenance 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. Due to the volume of interest in our positions, no calls please