



Job Title:	Facilities and Maintenance Technician
Department:	Shelter Operations
Job Classification:	Full Time; Hourly, Non-Exempt Position \$22.00-\$24.00 per hour
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 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.
- Assess and perform routine preventative maintenance and repairs.
- Assist Facilities Manager in providing guidance to outside vendors and contracted services.
- Performs or assists with maintenance and repair work to ensure buildings, appliances and shelter areas are safe for employees, the public, and the animals.
- Check, evaluate, and maintain inventory levels.
- Able to train or help train staff, onboarding employees, and volunteers to ensure proper operation and usage of the organization’s facilities, vehicles, chemicals, and cleaning equipment.

ADDITIONAL RESPONSIBILITIES:

- Snow blowing, occasional trail work. Must be comfortable working outside in inclement conditions.
- Support the set-up and break-down of special events (Organizing storage of materials, etc.).
- “Jack of all trades” mentality needed.
- Ability to pivot from one assignment to another easily.

SKILLS & ABILITIES NECESSARY:

- Computer skills needed include the ability to navigate Word, Excel, email, and all other forms of electronic communication
- Excellent communication skills, strong organizational skills.
- Must have the ability to work effectively with others and independently with possible feedback.
- Excellent attention to detail.
- Maintain an approachable and upbeat disposition, as we work with the public daily.
- Routine duties consist of painting, basic plumbing, carpentry, equipment maintenance, PM's, grounds, ordering inventory, donation pick up, and everything in between.
- Proactive with "recycle, reuse and repurpose" mentality.

MINIMUM QUALIFICATIONS REQUIRED:

- Experience in facilities maintenance or equivalent – preferred.
- Janitorial experience – preferred.
- Valid driver's license with a clean record.
- Must be able to lift 50 lbs. and able to access non-handicapped accessible 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.

This position is not required to handle animal waste directly on a daily basis. The ARLGP has volunteers and vendors specific to these assignments.

PHYSICAL DEMANDS

The physical demands of a facilities technician include a mix of office work and physical labor, requiring activities like walking, standing, climbing, and lifting up to 50 pounds frequently. Must also be able to work in various environments, which can involve exposure to extreme temperatures, heights, and loud noises.

Exposure to elements: Working in both indoor and outdoor conditions, which may include exposure to adverse weather like heat, cold, or humidity.

Lifting and carrying: Frequently lifting, pushing, or pulling objects, with lifting requirements to 50 pounds.

Mobility: Regular walking, standing for long periods, and performing tasks that involve stooping, kneeling, crouching, and climbing.

Manual dexterity: Using hands and fingers to grip, handle, and manipulate tools.

Coordination: Activities like balancing, crawling, and making precise adjustments to controls are often required.

Sensory and communication skills

Hearing: The ability to hear and understand speech, even with background noise.

Vision: The ability to see clearly, distinguish colors, and judge distances.

Communication: Must communicate clearly and effectively, both orally and in writing.

Frequent driving is required.

TO APPLY

Please submit a cover letter outlining your qualifications, reasons for pursuing a career in animal welfare, 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