Job Title: Facilities Assistant
Reports to: Director of Animal Husbandry & Behavior
FLSA Status: Hourly, Non-Exempt
Employment Status: Full-Time or Part-Time Regular
Oversees/Manages: N/A

Summary of Responsibilities

The Facilities Assistant is responsible for supporting the day-to-day maintenance, safety, cleanliness, and functionality of the animal shelter and its grounds. The person in this position performs routine inspections, preventative maintenance, and minor repairs, while also coordinating and scheduling third-party contractors and service providers. The Facilities Assistant also oversees day-to-day operations for the Empties for Animals bottle sorting program. The ideal candidate for this role is hands-on, organized, dependable, safety-conscious, and passionate about ensuring the safety and cleanliness of the animals and people in our care.

Essential Duties

- Performs regular inspections of shelter buildings, grounds, animal housing areas, offices, and common areas to identify maintenance and repair needs
- Completes routine maintenance and minor repairs, including but not limited to: basic plumbing, painting, carpentry, electrical, and kennel repair
- Oversees day-to-day operations for the Empties for Animals bottle sorting program, including but not limited to: managing inventory, truck loading, coordination with third party vendor (TOMRA) for trailer swaps, and conducting basic training for volunteer bottle sorting groups
- Coordinates with external providers for routine and/or emergency service, including but not limited to: HVAC, appliance repair, fire safety, waste management, and alarm system
- Maintains outdoor areas, including walkways, parking areas, landscaping, and fencing
- Performs grounds work, such as mowing, raking, planting, and plowing
- Coordinates service, repair, and registration renewal for shelter fleet vehicles
- Regularly performs mopping, vacuuming, and surface cleaning of common areas, in collaboration with shelter custodian
- Obtains estimates or quotes for repairs and services as directed, assisting management with comparing service options
- Other duties as assigned

Qualifications

- Prior Experience: Two or more years of experience in maintenance or related field is required
- Education: High school diploma or equivalent is required; vocational training in maintenance or related field(s) is a plus

- Credentials: No specific credentials required; OSHA 10-Hour certificate and/or First Aid/CPR/AED certification is a plus
- Hard Skills: Basic knowledge of building maintenance and troubleshooting; ability to safely use common hand and power tools; pressure washing; basic equipment assembly and installation; painting and surface preparation; flooring repair and installation; kennel maintenance and repair; sanitation protocols; ability to work safely around animals
- Soft Skills: Excellent emotional regulation; empathy; conflict resolution; strong communication; team focus; flexible and creative problem solving; decisiveness; dependability; organization; time management
- Availability: Four or five days per week; early morning availability strongly preferred

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The person in this position is regularly required to:

- Use hands and fingers, talk and hear
- Stand, walk, sit, reach with hands and arms, and stoop, kneel, or crouch
- Lift and/or move up to 40lbs
- See clearly, with or without corrective lenses, up close, at a distance, peripherally, and perceive depth and color

Working Conditions

- Working hours are subject to change based on the needs of the organization
- Alternate schedules, nights, and holidays may sometimes be required
- Work will take place in a variety of environments including medical offices, administrative offices, operational areas, and offsite, including outdoors
- The noise level in the work environment is usually moderate, and hearing protection is available where noise exceeds acceptable levels
- While performing the duties of this job, the position will be exposed to animal odors, animal wastes, chemical cleaning agents, and airborne particles

Employee Print Name

Employee Signature

Date