



Facilities Technician

Supervisor:

Animal Care Supervisor

JOB DESCRIPTION

Summary:

The Facilities Maintenance Technician is responsible for performing a wide variety of duties for the purpose of maintaining and supporting the needs of SafeHaven Humane Society and SafeHaven Gift and Thrift grounds and vehicles. All duties are performed according to established safety procedures, OSHA requirements and department guidelines. Also responsible for working as a collaborative team member with a high degree of customer orientation and attention to detail. All SafeHaven staff members contribute to the stewardship of the organization's mission and are expected to stay current on and understand issues related to animal welfare and SafeHaven programs.

Duties and Responsibilities:

- Perform minor electrical maintenance to include but not limited to replacement of light bulbs and replacing washer and dryers as needed
- Use standard measuring devices, levels and power tools in a safe and accurate manner and according to manufacture guidelines, including but not limited to skill saws, jig saws, drill, sanders
- Adhere to all SafeHaven safety, training, and handling and transpiration protocols in order to insure that the shelter environment is safe for animals, the public, volunteers and other employees
- Wear required clothing and safety equipment
- Perform minor plumbing maintenance
- Perform maintenance on all restrooms, clean, restock all paper products as needed
- Perform minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, or roller to apply paints, stains and varnishes, hanging doors, fitting locks and handles. etc.)
- Make list of supplies and equipment needed to complete task and get approval before purchasing items
- Complete monthly Safety Checks on all Fire Extinguishers
- Maintain all exterior grounds for both SafeHaven Humane and SafeHaven's Gift and Thrift store (e.g.mowing, edging, trimming bushes and trees, watering yards, changing out dog pools daily, sweeping parking lot, weed pulling, cleaning windows. etc.)
- Complete monthly maintains checks and service on all SafeHaven vehicles and gas operating equipment

- In coordination with Volunteer Resources department, organize and lead volunteer work groups assigned to inside and outside projects
- Pick up merchandise and donations as needed for SafeHaven and SafeHaven Gift and Thrift
- Makes runs to landfill/recycling center as needed
- Promotes positive work culture
- Perform other related duties and special projects as needed
- Attend staff meetings and trainings as scheduled. Keep current with shelter events and program updates
- Perform any other duty as requested by manager

Competencies:

- Initial and continued employment is conditional upon the successful inspection of a motor vehicle records check
- 1-2 years of related education and apprentice, trades helper or equivalent experience in building construction, maintenance and repair
- Must demonstrate skill and knowledge necessary to correctly select and safely use various applicable hand and power tools
- Able to apply methods, practices, and procedures in preventative maintenance, inspection, repair, renovation, and minor construction of buildings and utilities
- Able to read, interpret and follow instructions found in product specifications, correspondence, and memos
- Able to troubleshoot and to determine root cause of equipment failure
- Able to observe, record, and report unsafe working conditions and to follow safety standards in working with multiple services, tools, and equipment
- Able to communicate verbally and in writing with team members, co-workers, employees, contractors and vendors to obtain and provide useful information
- Able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Able to follow instructions and complete work assignments with a minimum of supervision
- Able to prioritize and plan effectively and complete assigned on time
- Able to learn quickly and retain knowledge in order to acquire additional skills and maintain technical competencies
- Able to work effectively in a team environment and to provide excellent customer service
- Able to work weekends, evenings and holidays as requested

Requirements:

Maintain a valid Oregon or Driver's License and be able to be insured on SafeHaven's Insurance

Working Conditions:

Will have regular contact with animals with varying temperaments and physical conditions. Will work directly with animal waste, kennel cleaners and disinfectants. Will have access to protective equipment.

Physical Demands:

Must be able to remain in a stationary position on concrete and be able to move minimum of 50 pounds frequently. Work performed both in and out of the shelter requires moving, constantly positioning self, and consistently works in both indoor and outdoor weather condition.

EOE M/F/V/D are encouraged to apply

Signatures:

This job description has been approved by all levels of management:

Executive Director_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____