

Charleston Animal Society (CAS)

JOB DESCRIPTION

<u>Dept./Division:</u>	Executive
<u>Title:</u>	Director, Facilities and Grounds
<u>Supervisor/Title:</u>	President and CEO
<u>Direct Reports:</u>	Not Applicable
<u>Working Relationships:</u>	CEO, Executive Assistant and Vice President, primarily. Leadership Group, All Staff, Volunteers, Vendors/Contractors
<u>Compensation:</u>	Exempt; Full-time, commensurate with experience and qualifications
<u>Job Summary:</u>	<p>Reporting to the President and CEO and/or his designee, this position is responsible for:</p> <ul style="list-style-type: none"> • ensuring preventive maintenance, equipment repairs, appearance, functionality and safety of property, buildings and grounds, inclusive of the main campus at 2455 Remount Road and the Bear Greer Memorial Cat Sanctuary. • establishing efficient and effective systems and SOPs that support staff/volunteers in the organization, storage, utilization, cleanliness and facilitation of CAS property and equipment. This may include the 5S or similar system. • creating and overseeing a workplace safety program and OSHA compliance is also required. • being the primary staff person on-call should alarms/emergencies occur and responding to those incidents.
<u>Key Responsibilities:</u>	<ul style="list-style-type: none"> • DUE TO THE NATURE OF THIS LEADERSHIP AND “HANDS-ON” POSITION, ALL TASKS/DUTIES MAY NOT BE INCLUDED IN THE POSITION DESCRIPTION. • Responsible for the monitoring of all essential building systems to assure systems are operating correctly and efficiently, such as but not limited to, electrical, mechanical, security, fire suppression, and plumbing, heating and air conditioning. • Manage and prioritize maintenance and repair needs and work with vendors and management to coordinate maintenance repair when outsourcing is necessary. • Completes all necessary painting, structural repairs to masonry, woodwork, and furnishing of buildings, cleaning of common spaces and offices, and maintains grounds. • Establish positive relationships with vendors, contractors, engineers, employees, and volunteers. • Requisitions necessary tools, equipment, and building and maintenance supplies. • Communicates with Leadership Group about emerging maintenance issues in a timely fashion. • Recommends changes in working conditions and use of equipment to increase efficiencies. • Analyzes and oversees resolutions of facility/ground problems. • Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, brooms, mops, and squeegees for cleaning and general maintenance of floors, walls, carpets, etc. • Pressure wash outdoor areas of building on a regular basis and as needed. • Responsible for Housekeeping services in the facility. • Clean, dust, and wipe surfaces. • Sweep, Mop, and vacuum floors in Education Room (M/W/F). • Empty/clean wastebaskets and trash containers. • Wash walls and equipment; use ladders when required in work assignments. • Follow instructions regarding the use of chemicals and supplies and use as directed. • Help Move furniture, equipment, supplies and tools on an incidental basis. • Wash accessible interior and exterior windows. • Empty front sidewalk trash cans and water plants as needed.

	<ul style="list-style-type: none"> • Oversee daily organization of the warehouse. • Ensure the storage of goods are properly labeled and placed neatly and appropriately. • Ensure overall cleanliness of the warehouse. • Oversee organization and overall cleanliness of the Attic. • Ensure front dog park is in good working repair and all maintenance is properly maintained. • Communicate issues of noncompliance to the President and CEO or his designee. • Participate in Warehouse inventories and audits. • Organize fleet vehicle maintenance.
<u>Qualifications:</u>	<ul style="list-style-type: none"> • Available to travel throughout the tri-county area. • Organized; able to assess, plan, develop, implement and evaluate issues, problems and their responses/solutions. • Ability to work independently/self-motivated/self-directed. • Must show sense of urgency and initiative. • Dependable and committed. • Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.
<u>Additional Information</u>	<ul style="list-style-type: none"> • Valid driver's license required and must have excellent driving record. • Ability to operate vehicles of varying sizes, including trailers, large vans and forklift. • Physical requirements include: moving of equipment and animals (ability to lift 50 pounds). Additional physical requirements include (but not limited to), walking, standing, bending, climbing, stooping, and reaching. • Ability to stand 8 hours a day. • High degree of organizational skills. • Must be able to communicate effectively through verbal, written, and electronic communications. • Computer and management software proficiency. • Demonstrate personal credibility and ability to lead others with honesty and integrity.
<u>Education/Experience/Credentialing:</u>	<ul style="list-style-type: none"> • High school diploma or equivalent required. Some college preferred. • Five years related facility management experience • Valid South Carolina Driver's License and excellent driving record required. • Forklift Certified or willing to be Forklift Certified upon hire.
<u>Schedule:</u>	Primary schedule may include weekdays and/or weekends, including evenings/holidays, as appropriate.
<u>Working Area:</u>	Charleston Animal Society and throughout Charleston County and beyond.

Job Description Approved by:

Position Authorized by:

Employee Review & Acceptance:

Date: _____

Date: _____

Date: _____