

Charleston Animal Society (CAS)

JOB DESCRIPTION

<u>Dept./Division:</u>	Administration
<u>Title:</u>	Facilities and Grounds Maintenance Technician
<u>Supervisor/Title:</u>	Chief Financial Officer (CFO)
<u>Direct Reports:</u>	Not Applicable
<u>Working Relationships:</u>	CFO, 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 Chief Financial Officer and/or her 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. • Serving as 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 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. • 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.

	<ul style="list-style-type: none"> • Oversees the planting of various garden planters on campus and maintains the overall pleasing aesthetic of the outdoor space. • Daily inspection of public restrooms to ensure that paper towels and toilet paper has been stocked. • Change florescent light bulbs and ballast throughout the building as needed. • Clean air filters in the kennels and hallways bi-weekly. • Replace hydraulic overhead door fixtures as needed. • Ensures the irrigation system is working and inspected regularly. • 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 CFO or her designee. • Participate in warehouse inventories and audits. • Organize fleet vehicle maintenance. • Responsible for facility emergency preparations during a natural disaster (or otherwise) directed by the emergency response plan. • Participate in occasional off-site large-scale events in the capacity of the maintenance role.
<u>Qualifications:</u>	<ul style="list-style-type: none"> • Knowledge of general facility maintenance (basic electric, plumbing, painting) • Ability to troubleshoot and identify facility maintenance problems. • Continually work a preventative maintenance schedule as directed by the CFO. • 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. • Must be comfortable working in situations involving ladders (Ensuring OSHA Safety). • High degree of organizational skills. • Must be able to communicate effectively through verbal, written, and electronic communications. • Must be proficient with Microsoft Office and have general computer literacy. • 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: _____