

Job Description

JOB TITLE:	Facility Assistant	DEPARTMENT:	Facility		
SALARY RANGE:	\$9.00/hr	TYPE:	Non-Exempt	REPORTS TO:	Facility Manager
PREPARED BY:	Kyle Nick ; Facility Manager		DATE:	August 14, 2017	

ESSENTIAL DUTIES AND PRIMARY JOB PURPOSE *includes the following. Other duties may be assigned.*

Under direction and guidance of the Facility Manager, the Facility Assistant shall maintain cleanliness all public and common areas and perform routine maintenance and minor repairs to the building systems, structures, and grounds.

REPRESENTATIVE TASKS & MAJOR RESPONSIBILITIES

1. Perform some custodial duties in all common areas; including but not limited to sweeping, dusting, mopping, vacuuming.
2. Perform routine maintenance; including but not limited to replacing HVAC belts, greasing bearings, cleaning motors.
3. Perform minor repairs; including but not limited to replacing ballasts, repairing drywall, replacing kennels hardware.
4. Maintain safety, security, and keep track of non-disposable and disposable, non-animal related materials.
5. Maintain p.m. records for facility systems and equipment.
6. Work closely with facility manager in day to day operations.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

1. Strong interpersonal skills. The ideal person for this job would be personable, outgoing, patient, professional, and be able to get along well with a variety of people, and be flexible with work schedule.
2. Ability to make sound judgments and work independently in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
3. Professionally advocate HSMSC position on issues.
4. Ability to foster a cooperative work environment with staff as well as volunteers.
5. Excellent written and oral communication skills.
6. Attention to detail and strong organizational skills.
7. The ability to remain pleasant, calm, and objective in all situations.
8. Must have valid driver's license and be able to drive vehicle with up to 35ft trailer attached

Physical Requirements:

1. Must be able to routinely and independently lift 50 pounds.
2. Must be able to work out doors in all weather and temperature conditions with little or no notice.
3. Must be able to routinely climb ladders to heights in excess of 20 feet.
4. Must be able to work in close proximity to a variety of animals.

EMPLOYMENT DISCLAIMER: *This job description is not a contract - management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer.*