

Humane Society of Skagit Valley

Job Description



Job Title: Facilities Lead

Work Location: HSSV - 18841 Kelleher Road, Burlington, Washington, 98233

Reports to: Operations Manager -if not available then report to Executive Director, or acting Supervisor

Supervises: Facilities Maintenance & Janitorial Volunteers

Full-time Part-time (FT possible during peak seasons)

Exempt Nonexempt

Essential Duties and Responsibilities:

Provides efficient operation of the facility and maintenance of shelter grounds. Works with maintenance vendors assisting in functions in accordance with established policies and procedures, providing efficient leadership.

- Ensure proper maintenance of the shelter facilities, equipment and grounds.
- Provide necessary training for use of machinery and tools to ensure effective and proper maintenance of HSSV equipment & facilities
- Supervise maintenance and janitorial volunteers
- Maintain suitable employer/employee relations within the area of responsibility through regular performance reviews of direct reports in a timely manner
- Supervise the maintenance of the shelter grounds, buildings, equipment and vehicles and promote satisfactory relations with outside service vendors
- Prepare and submit reports to Supervisor in accordance with approved guidelines
- Oversee the set-up and tear-down of special events as needed
- Drives shelter vehicle for supply errands and other needs as assigned
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

Education and/or Work Experience Requirements: (Note: Any acceptable combination of education, training and experience that provides the below knowledge, abilities and skills may be substituted on a full-time year for year basis.)

- Management experience
- Building maintenance and grounds care experience
- Kennel/animal experience helpful
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers, volunteers, and staff as well as the ability to take and give instruction effectively
- Must be able to work under pressure in a fast-paced environment, practice good time management, be able to multi-task, and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- High school diploma or GED required
- Valid driver's license with good driving record required

Physical Requirements:

Work is performed constantly in an animal shelter that operates seven days per week with exposure to animals - including some with questionable health and temperament concerns, high noise levels, zoonotic diseases, and a variety of cleaning agents. Employee may have to work outside in a variety of weather conditions.

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 70 lbs., stand for long periods of time, climb stairs, bend, reach, hold, grasp & turn objects, and use fingers to operate computer keyboards and calculators
- Must be able to talk, listen and speak clearly with other parties both on telephone and in person as well as be able to use normal or aided vision and hearing

Print Employee Name:

Employee signature:

Date: