JOB POSTING

POSTING DATE: **POSITION:** FACILITIES MAINTENANCE TECHNICIAN
STATUS: FULL TIME/NON-EXEMPT **BASE PAY:** $15/hr
REQUIRED EXPERIENCE: 6 MONTHS WORKING IN FACILITIES MAINTENANCE
REQUIRED EDUCATION: HIGH SCHOOL DIPLOMA OR GED/ COLLEGE PREFFERED

JOB DESCRIPTION

The Facilities Maintenance Technician is responsible for assisting the Facilities Maintenance Coordinator in overseeing and completing any required facilities maintenance for all locations operated by the San Antonio Humane Society and its vehicles.

Principal Duties and Responsibilities:

- Work with the Facilities Maintenance Coordinator to repair and maintain all facilities and vehicles owned by the SAHS
- Work with vendors and contractors to ensure proper maintenance of systems such as HVAC and plumbing to meet all requirements, inspections, and repairs to ensure the longest length of life for the equipment.
- Perform routine maintenance as needed.
- Maintain the grounds, ensuring that they are free of debris and manicured.
- Oversee the purchase of needed items as instructed by the Facilities Maintenance Coordinator or Director of Operations.
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility and Integrity
- All other duties as assigned.

Required Skills

- Strong customer service skills and ability to adapt to a variety of unexpected situations.
- Knowledge of routine repairs and or maintenance of common systems such as lighting, minor plumbing, painting, drywall and minor electric.
- Ability to adapt and learn new techniques in the areas of repair and maintenance.
- Effective written and verbal communication skills.
- Strong organizational skills.
- Effective record keeping ability.

Minimum Knowledge and Skills required by the Job:

- Basic computing skills (Microsoft Office environment).
- Valid Texas Driver's License and insurable driving record.
- Knowledge or ability to learn basic animal behaviors for safety.

Work Environment

- Potential for exposure to zoonotic diseases.
- Exposure to high noise levels.
- Potential for animal bites and scratches while around animals.
- Outdoor work required in all weather.

Physical Requirements of the Job:

- Lift up to 50 pounds.
- Must stand, walk, bend and stoop to perform duties.
- Drive a vehicle.
- Ability to work directly with animals, with no pre existing allergies to animals, hair or dander.
- Expected to work some weekends, holidays, and off hours.