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## JOB POSTING

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**POSTING DATE: 12.27.2024**      **POSITION: FACILITIES MAINTENANCE COORDINATOR**  
**STATUS: FULL-TIME/NON-EXEMPT**      **BASE PAY: DOE**  
**REQUIRED EXPERIENCE: 1 YEAR WORKING IN FACILITIES MAINTENANCE**  
**REQUIRED EDUCATION: HIGH SCHOOL DIPLOMA OR GED/ COLLEGE PREFERRED**

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### JOB DESCRIPTION

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The Facilities Maintenance Coordinator is responsible for overseeing and completing any required facilities maintenance for all areas of the San Antonio Humane Society and its vehicles. This position is under the direct supervision of the Facilities Maintenance Supervisor and supervises the facilities maintenance technician.

#### **Principal Duties and Responsibilities:**

- Work with the Facilities Maintenance Supervisor to repair and maintain all facilities and vehicles owned by the SAHS.
- Work with vendors and contractors to ensure proper maintenance of the main systems such as HVAC and plumbing 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 they are manicured and free of debris.
- Coordinate bids for major projects to ensure a good price and reliable vendor.
- Oversee the purchase of needed items as instructed by the Facilities Maintenance Supervisor.
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility, Integrity, and Compassion.
- All other duties as assigned.

#### **Required Skills**

- Strong customer service skills and ability to adapt to a variety of unexpected situations.
- Broad 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.
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules. Must be willing to report safety violations or potential safety violations to appropriate supervisory or management personnel.

#### **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 handling animals.
- Outdoor work required in all weather.

#### **Physical Requirements of the Job:**

- Lift up to 50 pounds.
- Drive a vehicle.
- Ability to work directly with animals.
- Expected to have availability to work weekends, holidays, and off hours.

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