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## **JOB POSTING**

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**POSTING DATE:** 09/09/2025

**POSITION:** FACILITIES MAINTENANCE TECHNICIAN

**STATUS:** FULL-TIME/NON-EXEMPT

**BASE PAY:** DOE

**REQUIRED EXPERIENCE:** 6 MONTHS 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 Technician is responsible for assisting the Facilities Maintenance Supervisor in overseeing and completing any required facilities maintenance for all areas of the San Antonio Humane Society, and its vehicles.

### **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 that they are free of debris and manicured
- Respond to urgent calls to clean up spills, debris, and biohazards
- Empty and clean trash receptacles and collect recycling in break rooms
- Assist with custodial duties; maintain cleanliness throughout the facility
- Clean and service custodial and maintenance equipment as needed
- Periodically strip, wax, buff, and pressure wash
- Occasionally assist with setting up and cleaning before and after events and meetings
- Oversee the purchase and restocking 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
- 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
  - Report safety violations or potential safety violations to appropriate supervisory, safety, or leadership personnel
- Provides accurate information and friendly professional service to the public and to co-workers in a positive, courteous, truthful, and tactful manner.
- Treats all animals humanely, with compassion and concern, both on and off the job, and transmits these values to others.
- 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, plumbing, painting, drywall, landscaping and electric
- Ability to adapt and learn new techniques in the areas of repair and maintenance
- Ability to drive a variety of vehicles to include a box truck, SUV, etc.
- 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, chemicals used to sanitize facilities, vehicles or equipment and other physical situations that involve all forms of animal life.

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- 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 have the ability to stand, walk, bend, stoop, stretch, push, and pull as needed to perform duties.
- Must be able to climb ladders and work from heights.
- Must have the ability to perform prolonged physical activity.
- Job may require performance of tasks that involve potential of exposure to blood, body fluids, or tissues, animal and human
- Must be able to stand for extended periods of time
- Ability to work directly with animals, with no preexisting allergies to animals, hair or dander
- Expected to work some weekends, holidays, and off hours

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