

Role: Construction Lead Caretaker **Reports to:** Animal Care Manager

Exempt status: Full-time, hourly, non-exempt **Date:** 3/25/21

Position Overview:

The Habitat Construction Lead and Caretaker reports to the Animal Care Manager and is responsible for the day to day maintenance and upkeep of TWS' habitats and grounds in accordance with USDA, GFAS, and TWS standards, procedures and policies. In addition to animal care responsibilities, this person will also serve as the construction lead for new habitats as well as habitat modifications and repairs.

Under the direction of the Animal Care Manager, responsibilities will include training and mentoring staff, interns and volunteers in facility and construction projects in a positive manner and leading these projects as assigned.

The right candidate will be able to work safely and efficiently while meeting tight and varying deadlines and working around the schedule of the cats who call TWS home. This caretaker should expect to spend 2 days per week on animal care and 3 days per week on construction, with flexibility depending on the season and business needs. The schedule for this position will be Tuesday-Saturday.

Responsibilities

Animal Care (50%)

- Clearly understand and follow all TWS safety protocols and procedures - always
- Secure buildings, grounds and enclosures to ensure safety of all residents and people.
- Provide all aspects of daily care for the animals in assigned areas meeting and exceeding TWS standards
- Clean and maintain habitats, buildings and lockouts consistent with TWS standards
- Know animal species, names, history, health concerns, likes and dislikes, etc.
- Observe animals for any signs of illness, lethargy, injury, or dietary problems. Document and report any problems using existing "Observations" database
- Pro-actively observe and document subtle issues such as not shifting, not using the indoors, change in behavior, that may contribute to a large problem and report to Zone Lead and Operations Director.
- Each, and every day, problem solve and make recommendations to better their lives and customize care for our residents (shoveling paths, giving geriatric straw.)
- Ensure animals receive medications and prescribed treatments
- Inspect animal areas for security and safety of animals, staff and the public and work with facilities to repair
- Perform routine inspection and maintenance of buildings, enclosures, grounds, and equipment and report and structural or mechanical problems.
- Communicate pertinent information to team members and management.
- Ensure seamless animal care and husbandry during shift changes
- Assist with training of other Caretakers, interns, and Volunteers in a positive manner

- Assist with introductions and movements as approved by the Executive Director
- Assist with sedation and transfer animals to hospital on vet days as approved by the Clinic Coordinator or Executive Director
- Lead in zones when scheduled and as assigned by zone lead when they are off
- Maintain daily observations, daily animal care log, and other records as needed in the assigned area
- Actively participate in the animal training (operant conditioning) and enrichment programs to benefit the animals
- Perform basic restraint, crating/uncrating and transport of animals as required
- Participate in the animal escape and recovery plan, following TWS emergency procedures and protocols
- Must be available to work overnight shift 1-2 nights per week
- Must be willing and able to work a rotating schedule with flexible hours including overnights, evenings, weekends, holidays, and emergencies.

Facilities and Construction 50%

- Ensures that TWS facilities not only meets GFAS and USDA standards but consistently strives to proactively exceed these standards.
- Mentor Animal Care Interns in habitat construction and repairs.
- With coordination from the Animal Care Manager, enthusiastically lead construction projects with interns and volunteer crews.
- Assist Zone Leads in conducting regular safety inspections of all animal enclosures. Working with Animal Care Manager to complete specific projects and notify when assistance from other caretakers is needed.
- Coordinate the preparation of the compound and habitats for seasonal changes and for weather events.
- Oversees and monitors on-site contractors and servicemen, ensuring the safety of all animals and individuals on the property.
- Able to work independently but also positively engage and mentor others in facility, construction projects and train proper use of tools and equipment.
- Ensuring accurate and timely communication to team members and superiors on projects and needs. Working collaboratively with the other departments to meet timelines that affect donor experiences, grant opportunities and other department schedules.
- Inspect animal areas for security and safety of animals, staff and the public and make repairs.
- Perform routine inspection and maintenance of rooms, enclosures, and habitats and facilitate repairs.
- Ability to lead habitat construction projects and create/provide enrichment as needed and under the direction of the Animal Care Manager.
- Identify, perform, and lead repairs to fencing, habitats and animal buildings.
- Coordinate repair of major damage or routine maintenance work.
- Operate mowers, handle fire hose for cleaning, operate weed eaters, chain saws and loaded wheelbarrows.

- Be trained and operate UTV's, tractors, pickup truck, trailers and skid steers.

Basic Qualifications

- Ability to make a commitment to the animals by focusing on individualized care and continually going above and beyond when it comes to medical care, diet, habitats, enrichment, etc.
- General knowledge of Zoonotic Disease and Sanctuary SOP's
- Trained in chemical immobilization and firearms within 6 months of start date.
- Adhere to Sanctuary policies, procedures, and protocols.
- Must have tetanus vaccine.
- Critical thinker who can offer recommendations and creative solutions.
- Reliable transportation to our rural location in all four seasons is required along with possession of a valid driver license.
- Ability to be onsite for emergency repairs, snow plowing, tree removal, natural disaster response, etc. in a timely manner in order for the Sanctuary to maintain general operations.
- Ability to lift up to 60 pounds and bend, stoop, crawl and walk on uneven surfaces.
- Ability to work in extreme weather conditions from 100 degree days to below freezing temperatures.
- Computer literacy and high level communication skills.
- Must be agile and flexible to maneuver around animals within enclosures and holding areas.

Required Experience

- Must have previous animal experience (sanctuary, rehabilitation, domestic animal shelters, other internships.)
- Previous experience constructing and modifying animal habitats.
- Ability to operate vehicles such as trucks, vans, and utility vehicles, and motorized vehicles such as snow blowers and lawnmowers.
- Ability to utilize hand and power tools.
- Knowledge of construction, maintenance procedures and ability to make simple repairs.
- Degrees in the fields of zoology, biology, animal psychology, or other animal-related will be considered but not required.

Additional Expectations and Culture Fit

- Adhere to Sanctuary policies, procedures, and protocols.
- Foster an open and inclusive work environment by modeling TWS behaviors and values, consistent with the vision, mission and strategic anchors of the organization.
- Professional respect, empathy and kindness toward coworkers, managers, and subordinates, as well as donors and volunteers.

- Friendly and outgoing personality with a willingness to guide, teach and learn from others, including interns and volunteers.
- Understanding that this is a non-traditional, full-time position requiring a flexible, non-traditional schedule and commitment.
- Ability and desire to work in a fast-paced, ever-changing environment and embrace flexibility.
- Must be able to handle the physical and emotional aspect of work in a sanctuary and have high level of resiliency.
- Critical thinker who can offer recommendations and creative solutions.
- Willingness to do what is needed in the moment to benefit the animals and organization. (Regardless if this falls under job description)
- Must be results-oriented, self-reflective and take responsibility for actions.
- Attention to detail as it pertains to animal wellness and safety. Always going above and beyond for the animals.
- Valid driver's license and reliable transportation to our rural location in all four seasons is required.
- Willingness to accommodate TWS dogs and domestic cats in the work place.

Compensation and Benefits:

- Compensation: \$19 per hour
- 401(k)
- Health Insurance
- Vacation/Sick Time