

Role: Groundskeeper & Maintenance Associate _____ **Reports to Operations Director** _____
Exempt status: _____ **Full-time, hourly, non-exempt** _____ **Date:** 8/10/21

Position Overview:

The Groundskeeper and Maintenance associate is responsible for the day to day maintenance and upkeep of TWS' grounds, and equipment in accordance with OSHA and TWS standards, procedures and policies. They will also serve as a contact for service and construction vendors.

Additional responsibilities include training, leading and mentoring staff, interns and volunteers in proper use of tools and equipment used in day to day upkeep of the sanctuary.

Schedules projects with the Operations Manager and Executive Director, and is responsible for equipment, tools, and maintenance.

Must be able to work safely and efficiently while meeting tight and varying deadlines. This position will typically be scheduled with a 40 hour work week, Tuesday-Saturday. However, flexibility will be required for weather, volunteer and vendor schedules, and emergencies.

1. Mow, weed whip all sanctuary grounds and properties. Assist in maintaining habitats.
2. Plow and shovel all roads, sidewalks and steps. Assist in shoveling/snow throwing habitats and walking paths.
3. Review and address items on sanctuary maintenance list and routine maintenance schedule including replacing air filters, testing smoke alarms, fence inspections, etc.
4. With coordination of Operations Director, enthusiastically manage volunteer crews on grounds maintenance and construction projects.
5. Ensure TWS facilities and equipment meets OSHA requirements including inspections, maintenance and training and follows all TWS' standards, procedures and policies.
6. Ensures that equipment is in good repair and is safe and inspected/maintained on a regularly basis.
7. Conduct regular safety/rental compliance inspections of all intern housing, especially in regard to landscaping and lawn maintenance.
8. Coordinate the preparation of the compound and equipment for the winter months and for weather events.
9. Oversees and monitors on-site contractors and servicemen, ensuring the safety of all animals and individuals on the property.
10. Conduct regular safety inspections of the perimeter fence and all animal enclosures. Working with Operations Director to assign specific projects, schedules when assistance from caretakers is needed.
11. 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.
12. Ensure maintenance schedules are followed for air filtration systems, smoke/fire alarms, vehicles, and appliances. Work with the Facilities Associate to coordinate necessary repairs throughout the sanctuary.
13. Willingness to occasionally work outside of traditional scope of work to meet the needs of the sanctuary.

Basic Qualifications

- 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, 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.
- Reliable transportation to our rural location in all four seasons is required along with possession of a valid driver license.
- Willingness to accommodate TWS dogs and domestic cats in the workplace.
- 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.

Preferred Qualifications:

- Knowledge of small engines, plumbing, and construction to make simple repairs.
- Technical degree or equivalent training.
- Background in landscaping, construction, plumbing, or related technical field.

Required Experience

- Demonstrated experience in managing projects.
- Knowledge of maintenance procedures and ability to make simple repairs.
- Minimum one (1) year-experience in work relevant to groundskeeping, maintenance or similar field, or equivalent relevant training.
- 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.

- High school diploma required.

Compensation and Benefits:

- \$19.25 per hour
- Health Insurance
- 401K
- Vacation and Sick time benefits

To Apply:

Please email résumé (required) and cover letter (optional) to kellym@wildcatsanctuary.org

Please note that due to the nature of the work performed at The Wildcat Sanctuary, a clean background check will be required for this position.

It is expected that employees of TWS support the mission and values of the Sanctuary. The employer reserves the right to modify, change or add to the duties of this job description at any time. The employee understands and acknowledges that this position is terminable at will at any time by TWS. All donor names and contact information remain the property of The Wildcat Sanctuary and cannot be taken or used. All graphics and proprietary information remain the property of The Wildcat Sanctuary and cannot be used for other purposes.