

Full Job Description

Role: Facilities & Maintenance Associate

Reports to: Operations Director

Exempt status: Full-time, hourly, non-exempt

Position Overview:

The Facilities and Maintenance associate is responsible for the day to day maintenance and upkeep of TWS' buildings, grounds, and equipment in accordance with OSHA and TWS standards, procedures and policies. Will also serve as the primary contact for all service and construction vendors.

Additional responsibilities include training, leading and mentoring staff, interns and volunteers in facility and construction projects in a positive manner.

Schedules projects with the Operations Manager and Executive Director, is responsible for equipment, tool, and vehicle maintenance, and is in charge of teaching staff, interns, and volunteers the proper usage and care for TWS equipment and the site.

Must be able to work safely and efficiently while meeting tight and varying deadlines.

Ensure TWS facilities, vehicles, equipment meets OSHA requirements including inspections, maintenance and training and follows all TWS' standards, procedures and policies.

Ensures that vehicles, equipment are in good repair and safe and inspected/maintained on a regularly basis.

Inventory and order materials and supplies for facilities and construction projects and receiving appropriate approvals per TWS' financial policies.

Maintain the well, septic system, electrical system, and any other systems that support the buildings and animal compound, with support from vendors and technicians.

Responsible for the maintenance of all major appliances in all TWS buildings.

Plow and shovel all roads, sidewalks and steps.

Conduct regular safety/rental compliance inspections of all intern housing.

Develops relationships with stores, vendors, and suppliers in an effort to obtain cost effective procurement.

Coordinate the preparation of the compound and equipment for the winter months and for weather events.

Ensure that the grounds are mowed and maintained at all TWS properties.

Oversees and monitors on-site contractors, servicemen ensuring the safety of all animals and individuals on the property.

Responsible for bidding construction, service and other projects with the assistance of the Operations Director.

With coordination from the Operations Director, enthusiastically lead construction projects with interns and volunteer crews.

Conduct regular safety inspections of the perimeter fence and all animal enclosures. Working with Operations Director to assign specific projects, schedules when assistance from other caretakers is needed.

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.

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, 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.

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.

Required Experience:

Demonstrated experience in managing construction projects.

Knowledge of construction, carpentry, and maintenance procedures and ability to make simple repairs (small engine, electric, plumbing, welding, etc.) Welding skills a plus.

Minimum three (3) years-experience in work relevant to construction, maintenance or similar field, or equivalent relevant training.

Relevant experience in small carpentry projects.

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. Technical degree or equivalent training preferred.

Compensation and Benefits:

\$20-\$22 per hour

Health Insurance

401K

PTO

To Apply:

Email resume and two references to kellym@wildcatsanctuary.org