

## **Aggieland Humane Society - Job Description Facilities Technician**

**REPORTS TO:** Animal Care Coordinator, Animal Health Manager

**EXEMPT/NON-EXEMPT:** Non-exempt

**TYPE:** Part-time

### **SUMMARY**

This position is responsible for the general facilities and maintenance upkeep across the Aggieland Humane Society campus. This role encompasses preventative maintenance, minor repairs, and coordination of services with outside vendors under the supervision of the Animal Care Coordinator. Additionally, this role will flex to provide Animal Care Attendant duties as determined by business needs.

### **GENERAL DUTIES**

- Upholds the Base Code of Conduct of the Aggieland Humane Society and state laws at all times.
- Responsible for maintaining a high level of professionalism with colleagues, clients, vendors, and all other stakeholders, working to establish a positive rapport with every interaction.
- Perform weekly, monthly, quarterly, and annual maintenance tasks to ensure the longevity of the Aggieland Humane campus. This includes and is not limited to HVAC filter maintenance, septic system maintenance, etc.
- Troubleshoot and diagnose equipment malfunctions to determine the root cause and implement effective solutions.
- Maintain an orderly work environment and conduct organization and inventory in storage areas.
- Complete groundskeeping and general laborer tasks.
- Advise management on upcoming major repair needs.
- Assist in preparation and breakdown for major events.
- Perform vehicle maintenance and/or coordinate maintenance with offsite vendors.
- Repair kennels, guillotine doors, animal husbandry equipment, and other items as needed.
- Purchase supplies and materials as needed, with approval from leadership.
- Serve as an Animal Care Attendant as needed in periods of short-staffing, capacity crisis, or other emergency situations as directed by leadership.

### **EDUCATION/EXPERIENCE**

*Required*

- High school diploma or GED.
- 1 year of facilities and/or maintenance experience.
- Class C Driver's License with no history of motor vehicle violations.

*Preferred*

- Certificate from an accredited trade school.
- Proficient in Spanish.

**SKILLS/ABILITIES/OTHER REQUIREMENTS**

- Ability to thrive and multitask in a fast-paced environment.
- Ability to perform manual labor in inclement weather.
- Ability to work independently and with a team to support the organization's mission.
- Transportation to and from Aggieland Humane Society.