

# **PALM VALLEY ANIMAL SOCIETY**

## **JOB DESCRIPTION**

### **Facilities Technician**



**REPORTS TO:** Facilities Manager

**LOCATION:** PVAS Locations as needed

**Classification:** Full time, Non-exempt

### **POSITION OVERVIEW**

Maintain facilities, equipment, and kennels in orderly working conditions. Attends to any needed repairs in any area of the Center as directed by the Facilities Manager. Performs general carpentry, plumbing, electrical repairs, welding, vehicle maintenance, and repairs, keeps the Center's grounds clean, and reports any problem with repairs to the Facilities Manager.

### **POSITION REQUIREMENTS:**

#### **AGE REQUIREMENT**

- The minimum age requirement is 21 years or older.

#### **EDUCATION REQUIREMENTS**

- High School Diploma or G.E.D. required.

#### **EXPERIENCE REQUIREMENTS**

- Must possess a strong mechanical aptitude and some experience with carpentry, plumbing, and commercial electrical.
- Welding experience preferred: MIG (Metal Inert Gas)/GMAW (Gas Metal Arc Welding)

#### **Certificates, Licenses, or Registrations:**

- Must possess a valid, and unrestricted, Texas driver's license.
- Must possess, or obtain within a reasonable time, a forklift operator certification.

#### **PERSONAL REQUIREMENTS**

- Genuinely enjoys working with animals and is able to deal with them even when they are stressed, ill, or in pain.
- Can work unaffected in an environment with loud noises and where dogs are barking.
- Must be available to work weekends and holidays..
- Ability to work in an animal care facility where euthanasia is performed.
- Ability to work independent of supervision and meet deadlines.
- **Physical Effort:** Work requires lifting and carrying animals and food bags (will be assisted by other staff members in lifting over 50 lbs). Walks or stands for extended periods of time; frequently works in a bent position.
- **Working conditions:** Will be exposed to extreme weather conditions, unpleasant odors, noises, and animal feces for extended periods of time. May be exposed to bites, scratches, and contagious diseases.

## PERFORMANCE EXPECTATIONS

- Maintain building and office spaces performing non-specialized, routine carpentry, painting, plumbing, welding, electrical, and other general maintenance and facilities upkeep.
- Notifies Facilities Manager concerning the need for major complicated repairs or additions.
- Maintain, clean, and perform preventative maintenance on facilities equipment.
- Maintain facilities equipment and supplies in an orderly manner.
- Complete routine tasks such as replacing light bulbs, air conditioning filters, etc.
- Inventory supplies and submits requests in a timely manner.
- Operate forklift frequently to handle large scale inventory and freezer disposal.
- Operate mid to large size, conventional gasoline, vehicles to transport equipment, supplies, employees, or animals.
- Understands and carries out the weekly and monthly chore list to maintain the shelter cleanliness, the equipment, and overall appearance of the shelter.
- Understands and carries out oral and written directions.
- Any other duties that the Facilities Manager may assign.

### Teamwork/Attitude

- Attend weekly staff meetings and others as necessary.
- Work closely within a team and other departments to support the mission of Palm Valley Animal Society.

### Communication

- Can conduct oneself in a confident and professional manner even when stressed and/or focused on individual tasks.
- Can deal intelligibly, pleasantly, and efficiently with visitors, often doing several things at one time.
- Maintains positive, cooperative relationships with other employees.

*PVAS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.*