



## Job Description

**Job Title:** Facilities Technician

**Department:** Facilities and Safety

**Reports to:** Director of Facilities and Safety

**FLSA Status:** Non-Exempt, Full time

**Approval Date:** 3/29/2021

### Position Summary

The Facilities Technician is responsible for physically completing many of the janitorial, landscaping, preventative maintenance, and safety-related duties involved in the ongoing operations at the building and surrounding property of the Longmont Humane Society. This position reports to the Director of Facilities and Safety.

### Essential Duties and Responsibilities

The Facilities Technician performs mostly custodial and landscaping duties while also assisting in preventative maintenance and essential safety functions. They must have the attitude and willingness to learn and grow in their abilities to maintain, troubleshoot, and repair standard home appliances, basic electrical, and plumbing. This position requires a working knowledge and practice of the highest safety standards in all areas of responsibility. Duties will involve mopping, dusting, scrubbing, shoveling, raking, mowing, trash removal, as well as assisting in minor plumbing, electrical, carpentry, and mechanical equipment repairs or general maintenance around the property.

- Develop and follow a strict cleaning and preventative maintenance schedule to ensure constant upkeep of cleanliness throughout the building and on the grounds.
- Monitor and perform basic maintenance on the groundskeeping equipment, janitorial equipment, and the workshop area they will be working in.
- Continuously monitor various building areas with an eye for process-based improvements and ability to take immediate action in the case of unexpected housekeeping issues.
- Ensure the safe and proper functioning of all pertinent lawn and janitorial equipment
- Document daily tasks and follow a structured plan for performing job duties at appropriate intervals for thoroughness and efficiency. Report and document issues to the Director of Facilities and Safety.
- Keep constant logs on janitorial inventory and preventative maintenance plans.
- Willingness to undertake new processes and education, and to help teach and spread new knowledge and standards throughout the workplace
- Good attendance is required.

## **Job Qualifications**

### Education and Experience:

- High school diploma or general education degree (GED); animal welfare experience a plus.
- Associates degree or certification in a skilled trade.
- Work experience in maintenance or a related field.

### Requirements:

- Valid Colorado Driver's License
- Reliable transportation
- Can lift 50lbs
- Respond to after-hour calls (on rare occasions)

### Knowledge, Skills and Abilities:

- Must be able to understand blueprints and manuals
- Follow a logical troubleshooting process to identify issues and repair strategies
- Use both hand and power tools
- Ability to respectfully communicate with other team players
- Appreciation for animal welfare and our mission as an organization.
- Ability to maintain and follow an organized approach to their work.
- Ability to understand and communicate the reason for policies to be in place
- Ability to maintain professionalism throughout the course of any variety of situations that may arise while on the job.
- Good written and oral communication skills.
- Ability to lead groups of volunteers in simple or complex tasks.

### Working Conditions:

- Office and animal shelter environment.
- Potential exposure to high noise levels and zoonotic diseases.
- Exposure to all weather conditions when working outside.
- Occasional use of computer.
- Must be able to work a flexible schedule.
- Occasional lifting of up to 50 lbs.
- Willingness to attend training programs to enhance skills as needed.