



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: May 25, 2022

Longmont Humane Society believes that it is our responsibility to safeguard the physical and behavioral well-being of the animals in our care as well as in our community.

Longmont Humane Society is a 501(c)3 private, non-profit organization dedicated to the welfare of animals with a mission of *caring, serving and educating to improve the lives of companion animals*. We provide temporary shelter to thousands of animals every year. Dogs, cats, and small mammals that are lost, surrendered, or abandoned will receive loving attention, nutritious food, meticulous health care and daily exercise during their stay at our facility.

We are a [Socially Conscious™](#) shelter with a strong commitment to best practices in animal welfare. We serve the City of Longmont, the towns of Frederick, Firestone, Lyons, Dacono, and Mead as well as greater Boulder County.

Longmont Humane Society believes that it is our responsibility to safeguard the physical and behavioral well-being of the animals in our care as well as in our community. This commitment to best practices in animal welfare is carried throughout all our programs and services.

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 most 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 in 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 able 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

Knowledge, Skills, and Abilities:

- Must be able to understand blueprints and manuals
- Trouble shoots
- Use both hand and power tools
- Enthusiastic, dedicated team player
- 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.