



POSITION: Facilities Maintenance Worker
DEPT: Shelter
Reports to: Animal Welfare Director
Status: Non-Exempt
Updated: April 2018

SUMMARY OF POSITION

Under general supervision of the Animal Welfare Director, this position will support the organization by performing maintenance work of routine difficulty throughout all of the Virginia Beach SPCA (VBSPCA) locations.

Essential Responsibilities

- Perform routine maintenance on interiors and exteriors of VBSPCA buildings.
- Reference Maintenance Log consistently and respond to all requests.
- Serve as contact for vendors and contractors concerning necessary building repairs and emergencies that are outside the scope of routine maintenance.
- Maintain a schedule of when maintenance has been performed and when next service is due.
- Work in a safe manner and recognize unsafe situations. Take appropriate action to ensure safety of self and others throughout all locations.
- Promote and maintain the humane care and treatment of animals at all times.
- Perform other duties as assigned by the supervisor.

Other Essential Duties and Responsibilities

- Perform Custodial tasks as needed and assigned by supervisor.
- Track and relay needed maintenance supply orders to the supervisor.
- Prepare all VBSPCA locations in advance of major weather events.
 - Salting walkways prior to snow.
 - Securing outdoor property prior to strong winds and/or rain.
- Assist with cleanup and operational recovery after major weather events.

This position performs in accordance with the organization's expectations for animal care, brand integrity, teamwork and interpersonal relations, and actively contributes to improving service delivery, communication and consistency.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

- High School Diploma or equivalent required.
- Valid Driver's License and dependable transportation required.
- 1 year of relevant building maintenance experience preferred.
- Experience doing maintenance work in similar type of professional office environment, preferred.
- Intermediate computer proficiency with common email and spreadsheet applications.
- Customer service experience preferred.

- Experience working with animal welfare organizations preferred.
- Must demonstrate a passion for and commitment to the VBSPCA's mission.
- Ability to work cooperatively with people.
- Ability to function well as a team member.

ADDITIONAL REQUIREMENTS

- Must be able to work assigned schedule without conflict or tardiness.
- Must be able to travel between all VBSPCA locations.
- Must be able to work flexible hours, including evenings and Saturdays, in a fast-paced setting.
- Must be able to work necessary additional hours in emergency situations.
- Must be able to work late-night hours, as needed, to accompany vendors and/or contractors.
- Must have professional presentation and demeanor.
- Must represent the VBSPCA professionally at all times.
- Able to prioritize and multi-task in a fast-paced environment.
- Must be self-motivated and able to complete tasks accurately and as directed.
- Must have Decision Making skills.
- Must be thorough and work tasks to completion.
- Attention to detail, quality and accuracy required.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Ability to comfortably interact with animals, including wildlife, and deal with offensive odors.
- Ability to lift and move up to 50 pounds.
- Able to be exposed to cleaning chemicals and their strong odors.
- Ability to sit, talk, hear, stand, walk, use hands and fingers, handle or operate objects, reach with hands and arms, climb and balance, stoop, kneel, crouch and crawl.
- Ability to handle stress.
- Ability to use a computer and other standard office equipment.
- Must be able to move throughout the building as needed throughout the day.
- This job operates in a professional office environment. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration.
- The employee is occasionally exposed to outside weather conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt.
- The noise level in the work environment can be loud.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Virginia Beach SPCA is an equal opportunity employer and does not discriminate against candidates or employees based on race, color, religion, sex, national origin, age, pregnancy, disability, military status, veteran status, genetic history or any other protected status. Virginia Beach SPCA encourages all qualified individuals to apply.

DISCLAIMER

I have read the job description. I understand the information contained in the job description. I further understand that this job description is not intended and should not be construed as an exhaustive list of

all the responsibilities, skills, efforts, or physical requirements/working conditions associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

SIGNATURE

DATE