



LARIMER HUMANESOCIETY

Maintenance Technician

Job Title:	Maintenance Technician
Department:	Shelter – 02
Job Classification:	Regular Full-Time, Hourly, Non-Exempt
Job Relationships:	Reports to the Facility and Maintenance Supervisor. Supervises volunteers and contractors as assigned.

The Maintenance Technician assists the Facility and Maintenance Supervisor in ensuring proper maintenance of the Shelter's building(s), equipment and grounds (facilities). Under the direction of the Supervisor, completes tasks and maintenance tickets related to landscaping, janitorial, building safety and operation, and property and facilities management. Performs designated maintenance and facility tasks and assists with vendor, contractor and volunteer oversight as directed. Schedule is 40 hours per week, generally Tuesday through Saturday with additional weekend and evening hours as required.

Essential Duties/Responsibilities

- Responds quickly and efficiently to assigned maintenance tickets using favored techniques and good customer service, communication and computer skills
- Completes daily, weekly and monthly preventative maintenance checklists keeping Supervisor apprised of findings and taking corrective actions as trained and warranted
- Performs basic preventative maintenance and replacement and repair activities as assigned (doors, filters, kennel drains, toilets, light bulbs, safety equipment, and more) using basic carpentry, painting and plumbing and repair/replace skills
- Cleans flooring by various means including sweeping, mopping, vacuuming and operating a floor-scrub machine
- Responsible for trash and recycling removal from designated indoor and outdoor areas
- Performs grounds keeping duties including mowing, debris removal, trimming, weeding (including by hand), harrowing, snow and ice removal, basic sprinkler repair and more
- Assists with repairing outdoor equipment maintenance including mowers, trimmers, trailers and hand tools
- Assists with repairing indoor equipment maintenance including kennel hardware, cleaning tools and animal handling tools
- Learns and follows Building Stewardship rules and guidelines
- Performs physical facility set-up and break down for various meetings and events
- Learns and follows all Organizational safety rules and applicable OSHA rules
- Assists with scheduling, coordinating and oversight of the work of maintenance contractors and vendors and serves as their contact in supervisor's absence (janitorial, electrical, floor mats, landscaping, fire safety services, property management, etc.)
- Ensures maintenance tools and equipment used to perform duties are in safe, clean and good working condition prior to use and reports issues to Supervisor

Other Duties/Responsibilities:

- Assists with the Building Stewardship Task Force as directed
- Helps to maintain tool, housekeeping and maintenance supply inventories and regularly advises the Facility and Maintenance Supervisor of inventory levels. Assists with supply purchasing as directed
- Follows structural use rules (picture hanging, vehicle check out, etc.)
- Attends meetings in the absence of the Supervisor as well as other meetings as directed
- Consistently adheres to a high level of effective client service
- Responds quickly and professionally to maintenance situations and emergencies
- Assists with annual planning and budgeting as requested
- Participates effectively as a team member through communication, cooperation, information sharing and problem solving

- Maintains regular and predictable attendance
- Serves as backup for assigned duties in the absence of the Supervisor
- Other duties as assigned

Job Qualifications:

Education/Experience: High school diploma or GED. A minimum of 1 year of experience in an applicable role. Hands-on basic building maintenance and repair experience required including cleaning, basic plumbing, light carpentry, painting and grounds keeping. Commercial building experience a plus. Experience working with contracted and/or volunteer workers a plus. Experience with landscape irrigation systems a plus. Must have an understanding of basic electricity with understanding of basic HVAC a plus. Experience with electronic control panels for security, lighting, HVAC and electrical a plus.

Knowledge: Knowledge of maintenance tools, equipment and grounds keeping. Knowledge of basic carpentry, painting, plumbing, lighting and electrical mechanical theories. Knowledge of maintenance safety requirements and programs as well as applicable OSHA requirements.

Skills and Abilities: General maintenance and repair skills including light carpentry, simple drywall repair and painting, general mechanical and basic plumbing. Basic math abilities. Effective and professional communication skills. Ability to work independently and on a team, problem-solve quickly and complete tasks in a timely manner. Solid communication and general computer skills required including but not limited to Micro-Soft suite. Able to establish and maintain organized work and storage areas. Able to work a flexible schedule as required and able to work around all types of companion and small barn animals. Effective and appropriate customer service, interpersonal and emotional intelligence skills are essential. Able to use good judgment and the Organization's resources effectively and responsibly. Ability to see distance and space relationships, see peripherally and to distinguish and identify different colors. Hearing and speaking abilities required for safe interaction with animals and people. Eye, hand and foot coordination to perform duties and operate equipment. Ability to use hands, fingers and sight to complete precise tasks. Ability to adhere to confidentiality and behavior expectations.

Other: Must be at least 21 years of age for insurance purposes. Must maintain valid Colorado Driver's License and Colorado compliant vehicle insurance. Must have and maintain an insurable driving record.

Working Conditions and Physical Activities:

Work is performed in multiple areas including animal areas, office areas, barn and storage areas and outdoors. Potential for exposure to all weather conditions. Potential for being outside for up to 8 hours per day. Potential for working in small and/or confined areas such as crawl spaces, in wet areas and at heights on ladders and on roof areas. Potential for exposure to zoonotic diseases and cleaning chemicals and potential for exposure to dangerous and fractious animals. Exposure to high noise levels when in kennel areas. Physical activities include standing on feet for 8 or more hours a day; Driving a vehicle, including a truck or van; Kneeling, squatting, crouching, bending and working on hands and knees; Working with hands and fingers and performing repetitive motions, reaching, pushing and pulling. Climbing stairs and ladders; Listening and speaking; Using power and hand tools, safety equipment and landscaping equipment including a riding mower. Eye, hand and foot coordination required for tool operation. Frequent lifting and carrying of up to 50 pounds without assistance and heavier amounts with assistance.

Larimer Humane Society conducts criminal background checks, DMV checks and requires drug testing of all employment candidates.