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**Facilities and Maintenance Supervisor**

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| **Job Title:** | Facilities and Maintenance Supervisor |
| **Department:** | Shelter – 02 |
| **Job Classification:** | Regular Full-Time, Hourly, Non-Exempt |
| **Job Relationships:** | Reports to the Director of Operations. Supervises maintenance staff, vendors, contractors and volunteers. |

The Facilities and Maintenance Supervisor assists the Director of Operations in ensuring proper operation and/or maintenance of the Shelter’s building(s), equipment, systems and grounds (facilities). This is a working supervisory position. Ensures maintenance and facilities requests and needs are completed with vendors, contractors and maintenance staff including tasks related to janitorial, electrical, landscaping, building security and property management. Performs designated facility and maintenance tasks and coordinates building safety and other building processes. Schedule is 40 hours per week, generally Monday through Friday 8am-5pm, with occasional weekend and evening hours as required.

**Essential Duties/Responsibilities**

* Ensures maintenance and facility ticket requests are responded to quickly and efficiently using good customer service, communication and computer skills
* Supervises the Custodian and Maintenance Technician. Guides, evaluates and counsels supervised staff; provides for proper training; creates and evaluates goals and objectives; participates in employment decisions
* Schedules, coordinates and ensures oversite of the work of maintenance contractors and vendors and serves as their primary service contact (janitorial, electrical, floor mats, landscaping, fire safety services, property management, etc.)
* Responsible for ensuring that all fire, building safety, security and elevator equipment is in working order and all inspections are up to date
* Monitors security, fire, and lighting and electrical control panels and takes action as needed.
* In accordance with provided training, completes basic preventative maintenance and repair activities for assigned systems and tools (radiant heat system, plumbing systems, cage pulley systems, etc.)
* Creates and maintains electronic documentation of facility systems and features, maintenance schedules, trouble-shooting and safety requirements
* Creates and maintains electronic documentation of contractors and vendors contact information
* Responsible for the routine upkeep of Shelter equipment and fixtures
* Oversees the inspection of site buildings, parking lots and equipment for unsafe or malfunctioning conditions on a routine basis and takes corrective action as needed
* Ensures maintenance tools and equipment are in safe, clean and good working condition and compliant with all applicable OSHA regulations
* Stays up to date on, and observes, all OSHA and other established safety practices for the department and ensures the compliance by maintenance staff, contractors, vendors and volunteers
* Oversees the Shelter’s grounds maintenance contract and continuing needs.
* Personally performs light carpentry, painting, plumbing and other general maintenance and repair duties as needed
* Monitors facility energy usage and develops and presents plans aimed at balancing consumption with animal and people needs

**Other Duties/Responsibilities:**

* Leads the Building Stewardship Task Force
* Serves as an active member of the Safety Team
* Serves as a role model for professionalism, our Standards of Professional Conduct and effective client service
* Ensures maintenance of assigned vehicles
* Evaluates recycling and sustainability practices and makes recommendations
* Processes new and departing employee security codes for doors, alarm and maintenance yard gate
* Maintains tool, housekeeping and janitorial, and maintenance supply inventories. Recommends and orders necessary supplies using established processes and procedures
* Responds quickly to facility emergency situations
* Participates in Annual Planning and budgeting as well as vendor and supplier selection and review
* Responsible for structural use rules for the facility (picture hanging, etc.)
* Ensures new maintenance-related chemicals are submitted for addition to the automated SDS service
* Participates effectively as a team member through communication, cooperation, information sharing and problem solving and attends meetings as required
* Maintains regular and predictable attendance
* Other duties as assigned

**Job Qualifications:**

**Education/Experience:**  Associate’s degree in applicable field of study or professional work equivalent required;Applicable technical certifications a plus. A minimum of 2 years of experience in an applicable role in a comparable commercial building; Project management experience required. Experience providing oversight and supervision of staff, contracted and volunteer workers required. Experience with radiant floor heating systems and light commercial cooling systems a plus. Hands-on, basic building maintenance and repair experience required. Experience with electronic control panels for security, lighting, HVAC and electrical a plus.

**Knowledge:** Knowledge of maintenance tools and equipment and grounds keeping. Knowledge of basic carpentry, painting, plumbing, HVAC, lighting and electrical and mechanical theories. Knowledge of maintenance safety requirements and programs. Knowledge of radiant floor heating systems a plus. Knowledge of light commercial building fire sprinkler and suppression systems a plus. Knowledge of applicable OSHA requirements.

**Skills and Abilities:** General maintenance and repair skills including light carpentry, simple drywall repair and painting, general mechanical and plumbing. Ability to identify basic landscape issues and create and implement applicable plans. Excellent communication and solid computer skills, including intermediate Excel and Word skills, required. Able to work independently and on a team, problem-solve quickly, proactively initiate projects and complete tasks in a timely manner. Able to establish and maintain organized work and storage areas. Able to work a flexible schedule as required and able to work around 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. Able to read, interpret and work with schematics, blueprints and sketches. Skilled in operating and maintaining basic power and hand tools as well as grounds keeping equipment. Ability to see distance and space relationships, to see peripherally and to distinguish and identify different colors. Eye/hand/foot coordination to perform duties. Hearing and speaking abilities required for safe interaction with animals and people. Ability to use hands, fingers and sight to complete precise tasks. Ability to adhere to confidentiality expectations.

**Other:** Must be at least 21 years of age for insurance purposes. Must maintain valid Colorado Driver’s License and have 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 working in small and/or confined areas such as crawl spaces, in wet areas and at heights on ladders and 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 the potential for standing on feet for 8 or more hours a day; Driving a vehicle, including a truck or van; Kneeling, squatting, crouching and bending; Working with hands and fingers and performing repetitive motions; Climbing stairs, ladders and working at heights; Listening and speaking; Reaching and pulling or pushing; Using power, hand tools, safety equipment and landscaping equipment. Frequent lifting and carrying of up to 50 pounds without assistance and heavier amounts with assistance.

**This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Larimer Humane Society is an equal opportunity employer. Larimer Humane Society conducts background checks, DMV checks and requires drug testing of all employment candidates. Benefits include medical, dental, vision, supplemental accident insurance, matching 403b and more. Larimer Humane Society conducts criminal background checks, DMV checks and requires drug testing of all employment candidates.**