



## ***Pet Network Humane Society***

### ***Position Description***

**Date:** October 2021

**Position:** Maintenance Technician - Full Time Hourly

**General Description of Position:** To maintain all aspects of PNHS facilities and grounds. The Maintenance Technician will be responsible for performing general maintenance and repairs on facility equipment and property structures in addition to performing grounds maintenance. All work will be done in compliance with EPA, Hazmat, and OSHA safety rules and regulations, while keeping the premises safe and comfortable for the animals, the public, and the employees. The Maintenance Technician performs duties independently with minimal supervision, operating from specific and definite directions and instructions. Decisions are of a routine nature made within prescribed operating guidelines, policies, and procedures.

**Reports to:** Director of Operations

#### **Duties and Responsibilities:**

1. Perform facility upkeep including but not limited to general sweeping, mopping, cleaning, removal of trash, green waste, recycling, and gutter cleanout.
2. Responsible for minor repairs throughout the facility.
3. Perform snow removal along the entry walkway/parking lot and exterior animal areas.
4. Replace lightbulbs and ceiling tiles as needed.
5. Coordinate repainting of parking lot lines as needed.
6. Responsible for basic drain and faucet maintenance (sink drains/faucets, kennel drains/hose spigots, septic system maint.)
7. Operation of specific equipment and vehicles (riding mower, company van, etc.)
8. Responsible for quarterly maintenance of HVAC system including changing filters, replacing broken fan belts and assessing the need for repair as needed.
9. Run floor buffer throughout facility on a monthly basis.
10. Maintain defensible space requirements set forth by North Lake Tahoe Fire Department.
11. Keep Best Management Practices (BMPs) up to code with local standards for water pollution control.
12. Schedule backflow testing and boiler/dumbwaiter permitting.
13. Maintain pressure washer system.
14. Prioritize and complete work orders
15. Prioritize and complete supply runs
16. Transport animals safely to or from Pet Network or its related offsite programs using Pet Network's vehicle. Ensure that animals are properly secured prior to transport, taking into account disease management and minimizing stress. Review paperwork received with any animal and ensuring that things match and are complete. Observe animals for signs of illness, injury, and stress. Communicate potential issues to Shelter Manager and/or Director of Operations.
17. Clean and sanitize transport supplies including crates.
18. Keep shelter vehicle fueled, stocked, organized, and clean the interior and exterior.
19. Assist with special events as needed, either at the shelter or at remote locations.

20. Assist in other departments as needed or directed, including paperwork, computer data input, inventory and other duties.
21. Identify safety and maintenance concerns and report them to the Director of Operations.
22. Create and follow a routine maintenance schedule for all necessary equipment in the building.
23. Create a system for receiving and maintaining maintenance requests for the building.
24. Other duties as assigned.

**Specific Job Skills:**

- Should possess good interpersonal, customer service, and time management skills.
- Must have physical ability to engage in repetitive motions of legs, arms and hands, to hear, to see, to move animals and goods, to bend, to twist, to be pulled, to lift arms above head, to climb ladders as required, and lift up to 50 pounds unassisted.
- Must have physical ability to walk and/or stand on feet throughout a normal workday required.
- Requires a valid driver's license with a good driving record.
- Must be able to work overtime as needed and to accommodate schedule changes from week to week as necessary for shelter operations.
- Expected to be a spokesperson for Pet Network, promoting our shelter, encouraging adoption visitors and even encouraging financial donations to our nonprofit organization.
- Allergic reactions to animals or medical conditions that could be aggravated by constant contact with animals will disqualify a person from this position.

**Job Conditions:**

Working conditions include working alone or with others, working outside in varying weather conditions, frequent interruptions, and some evening meetings/classes. May be required to work in an environment where there are fumes, temperature fluctuations inside and outside of building, noise, chemicals, poor ventilation, dirt, dust and insects.

Employee Printed Name: \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_