



Job Title: Facilities Maintenance Assistant

Reports To: Facilities and Safety Manager

Schedule: Tuesday – Saturday /
9:00am – 5:30pm

FLSA Status: Non-Exempt

Type: Full-Time

Summary:

The Facilities Maintenance Assistant's primary purpose is ensuring proper upkeep of the shelter facilities, vehicles and grounds. Responsible for the day-to-day maintenance and safety of the shelter.

Essential Responsibilities:

- Be aware of the needs of the sites on all levels of activity and keep efficiency and safety in mind.
- Be fully trained in fire alarm functions and HVAC control system.
- Respond to work requests daily.
- Perform routine high-level cleaning.
- Perform maintenance on the mechanical, electrical and building systems in regard to preventative maintenance.
- Operate and maintain all HSC vehicles in accordance with Department of Transportation and organizational guidelines, as required to keep them working efficiently and safely.
- Take on and lead projects as requested or assigned and give directions to those that can support you.
- Develop good working relationships with internal / external customers.

Additional duties:

- Assist with special events as requested and assigned.
- Assist with extra projects as requested and assigned.
- Work with HSC volunteers in a positive and effective way to facilitate meaningful volunteer engagement.
- Become department representative on select HSC committees (i.e. Safety, DE&I and/or Employee Engagement Committees).

Qualifications/Expectations:

- Enthusiasm for the mission of the Humane Society of Charlotte and helping animals in our community.
- High school graduate or equivalent.

- Have a basic understanding of equipment and how to repair and keep in good working order a variety of items that may include mechanical, electrical, plumbing, and/or HVAC systems.
- 3-5 years of facility maintenance, mechanical and/or construction experience is preferred, but not required.
- Meet Department of Transportation certification requirements to qualify to drive designated organizational vehicles and meet all other Department of Transportation/Regulated Transportation standards and requirements.
- Must have a valid driver's license, reliable mode of transportation and good driving record.
- Working knowledge of MS Office.
- Knowledge of OSHA and other environmental regulations.
- Knowledge of general maintenance methods, operating requirements, and safety precautions related to facilities management.
- Self-motivated, well organized, detail oriented, and able to effectively work independently and within a team framework.
- Goal oriented, committed to excellence and results.
- Ability to read, comprehend and write complex instructions and correspondence.
- Strong interpersonal communication skills required, as well as good written and verbal communication.
- Must have a great sense of humor and enjoy working in a relaxed office environment.
- Capable of balancing multiple priorities, with limited resources, in a fast-paced environment.
- Must be comfortable interacting with dogs and cats.
- Must be willing to work flexible hours, including evening and weekends, as needed.
- EOE

Work Environment:

- Exposure to high noise levels and odors.
- Exposure to fumes or airborne particles and toxic or caustic chemicals.
- Exposure to cleaning agents and insect/parasite controlling chemicals.

Physical Demands:

- The function of this job requires standing and sitting for extended periods of time.
- Must be able to lift & move up to 50 lbs.
- Must be able to stoop, bend and lift overhead on a frequent basis.
- Indoor and outdoor exposures.

I understand the job duties and responsibilities as described above and can perform all tasks as outlined.

Signature: _____

Printed Name: _____

Date: _____