



**Job Title:** Facilities Maintenance Assistant

**Reports To:** Facilities and Safety Manager

**FLSA Status:** Non-Exempt

**Schedule:** Tuesday – Saturday

**Type:** Full-Time

---

**Summary:**

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

**Essential Duties & 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.
- Become department representative on select HSC committees (i.e. Safety, DE&I and/or Employee Engagement Committees).

**Volunteers:**

- Directly oversee daily work assignments of volunteers to ensure completion of work as assigned.
- Coach volunteers by providing regular, ongoing feedback and training.
- Promote integration and utilization of volunteers; train volunteers to assist department.

**Qualifications/Expectations:**

- Enthusiasm for the mission of the Humane Society of Charlotte and helping animals and people in our community.
- **Required:** Valid driver's license, reliable mode of transportation and good driving record.
- **Preferred:** High school graduate or equivalent.
- **Preferred:** 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.
- 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 and comprehend complex instructions and correspondence.
- Strong interpersonal communication skills, as well as good written and verbal communication.
- Capable of balancing multiple priorities, with limited resources, in a fast-paced environment.
- Must be comfortable interacting with dogs and cats.
- EOE

**Work Environment:**

- Exposure to high noise levels and odors.
- Exposure to zoonotic disease in shelter environment.
- 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: \_\_\_\_\_