



*Interested in joining a dynamic team working to help people and pets in our community?
Join the HOV team!*

Job Title: General Maintenance Technician	Department: Operations
Status: Part Time / Non-Exempt	Pay Rate: \$19-24/hr
Benefits Eligible: Yes / Partial Benefits	Posting Created: January 14, 2024
Hours: 20 Hours / Week (Must be willing to be on-call in case of emergencies.)	

Position Summary: Responsible for performing preventative and responsive maintenance of shelter facility, grounds and equipment. Develop and implement a written plan for regularly scheduled maintenance and maintain records of completed maintenance and repairs. Identify specialized maintenance needs and coordinate with vendors, as necessary. The Maintenance Technician works closely with staff, volunteers and contractors, and must act as part of a harmonious team. Additional duties may be assigned to meet the needs of HOV at the discretion of the Operations Director or Executive Director. This position reports to the Operations Director.

Essential Duties & Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential duties.

Grounds Maintenance: Specialized equipment provided and necessary for completion of these duties include riding lawn mower, tractor with various attachments, snow blower, weed whacker, power washer and other general maintenance tools.

- Perform shelter property grass mowing and trimming, brush clearing, tree trimming, landscaping, apply pesticides and herbicides in accordance with established health and safety regulations.
- Maintain functionality of irrigation systems and provide maintenance needs for entirety of HOV property, including dog park.
- Conducts snow and ice removal from shelter entrance and walkways in conjunction with snow removal vendor.
- Perform routine maintenance on all facility and ground equipment including oil changes, and seasonal attachment changes.

- Sand and paint as needed, to include walls, interior and exterior doors.
- Collect trash and debris from grounds.
- Repair property fencing as needed.
- Weld or fabricate metal as needed to repair fencing and doors.

Plumbing Maintenance: Specialized equipment provided and necessary for completion of these duties include a drain auger and other general maintenance tools.

- Repair or replace faucets, fixtures, toilets and hoses.
- Perform preventative maintenance to industrial washer and dryer.
- Routinely maintain shelter drains.
- Obtain and submit required monthly and annual water samples for microbiological testing.
- Ensure routine inspection and proper maintenance of boiler system.

Electrical Maintenance: Specialized equipment provided and necessary for completion of these duties include electrical safety equipment and tools.

- Replace interior and exterior bulbs and ballasts
- Repair and/or replace fuses, outlets and switches

Mechanical & General Maintenance: Specialized equipment provided and necessary for completion of these duties include a shelter vehicle and other general maintenance tools.

- Perform maintenance and repairs to shelter equipment.
- Respond to maintenance requests timely and effectively.
- Maintain and replace HVAC filters and coils as scheduled and/or needed.
- Perform ongoing pest control protocols.
- Responsible for upkeep, stocking and cleanliness of public restrooms.
- Maintain equipment in a clean and safe manner and assure the security of tools and equipment.
- Maintain shelter vehicle and operate shelter vehicle to pick up and drop off facility, grounds, operational supplies and equipment.
- Conduct testing on internal, sanitization dilution station; make repairs/adjustments as necessary.

Communication & Coordination

- Communicates effectively, professionally and positively with other employees. Vendors, contractors, suppliers, public members and volunteers.
- Identify when an outside vendor is imperative to complete maintenance beyond the scope of this position. Communicate these vendor needs to the Operations Director and/or Executive Director for approval and coordination.

- At the direction of the Volunteer & Outreach Manager, coordinate with individuals and groups of volunteers who assist with building and grounds maintenance.
- Attend monthly meetings with the Operations Director to communicate accomplishments, needs, requests and provide reminders.

Recordkeeping: Specialized equipment provided and necessary for completion of these duties include a computer and other general office equipment.

- Prepare and maintain records and reports related to maintenance activities as required on physical forms or through digital means.
- Manage the internal work order system to receive requests as well as documenting pending and completed tasks.
- Maintain an inventory of tools, equipment and supplies throughout the property.
- Ensure outbuildings and their contents are maintained in an orderly fashion including shelter, tools and records.
- Maintain written record of completed and pending maintenance.
- Maintain a current and complete list of vendors for facility and grounds work.

Qualifications & Requirements: The requirements listed below are representative of the knowledge, skills, and ability required.

- Mechanical background and aptitude, including but not limited to 1+ year(s) of experience in building maintenance, carpentry, plumbing, electrical, auto/diesel mechanics, welding/fabrication and/or grounds maintenance and irrigation systems
- Maintains compliance with safety, security and environmental regulations and procedures
- Able to follow instructions, work safely and independently
- Ability to make effective, timely, informed decisions in the best interests of HOV.
- Must safely operate all special machine, tools and equipment listed.
- Able to read and understand a variety of professional, technical, regulatory and administrative documentation, directions, instructions, methods, and procedures and learn and understand subject matter principals and techniques.
- Must be able to complete tasks while exposed to workplace vibrations, confined workspace, chemicals, flammable materials, moderate to high noise levels, elevated levels (on roof, etc.) and mechanical and electrical hazards.
- Must be able to stand and walk for significant periods of time.
- Must be able to climb ladders.
- Must be able to lift a minimum of 50lbs
- Must be able to work outside in all types of weather

- Must be able to work effectively with vendors, volunteers, and other HOV personnel
- Familiarity with and ability to use computers and computer-based programs (e.g. MS Outlook & Excel) (Preferred)
- Must maintain an ongoing commitment to the mission, vision, policies and goals of HOV.

Special Machines, Tools, and Equipment Used: Power washer, industrial size washer/dryer, computers, standard office equipment, shelter vehicle, lawn tractor/mower, snow blower, weed whacker, drain auger, general maintenance tools.

To Apply: Visit our website at <https://www.heartofthevalleyshelter.org/about-us/#Employment> to complete our online application. To be considered as a candidate for this position, an online application must be submitted.

I understand this job description is intended to only provide an overview of the job responsibilities and requirements. It is not intended to be construed as an all-inclusive list of duties, skills, and abilities. Additional job duties and requirements may be assigned by supervisors as necessary. This job description does not represent an expressed or implied contract of employment, and Heart of the Valley reserves the right to change this job description and/or assign tasks as the needs of the organization dictate.

Signature: _____

Date: _____