



JOB DESCRIPTION

POSITION TITLE: Facilities Coordinator

REPORTS TO: Administrative Manager

POSITION SUMMARY: To maintain efficient operation of the Animal Welfare Society's equipment, vehicles and grounds through general maintenance, upkeep and janitorial functions.

DUTIES & RESPONSIBILITIES:

- Ensure that preventative maintenance is carried out on a scheduled basis and complete maintenance records for all equipment
- Recommend replacement of equipment whenever necessary and evaluate new equipment
- Obtain cost estimates for supplies, parts and outside vendor equipment repair
- Assist with set up and break down for events
- Ensure code requirements are maintained
- Provide general carpentry, as needed
- Provide snow removal, lawn maintenance, garden upkeep and landscaping, as needed
- Regularly inspect property, buildings and vehicles for areas of concern and provide recommendations
- Lead the Safety Committee and contribute to policy development and oversight
- Other duties as assigned

EDUCATION/WORK EXPERIENCE:

- HS/GED
- Knowledge of occupational hazards and safety precautions involved with maintenance, repair and operation of buildings and grounds
- Ability to maintain effective working relationships and take direction
- Ability to self-start and prioritize tasks and complete requested tasks in an efficient manner
- Experience in facilities management and/or in similar job roles
- Proven ability to multi-task and prioritize in a chaotic environment
- OSHA training preferred not required

WORK ENVIRONMENT:

- High degree of mobility required
- Ability to lift 50 lbs. frequently
- Frequent contact and handling of animals
- Maintain a valid driver's license
- Exposure to potential physical hazards

- Work requires use of safety clothing and equipment and compliance with safety rules and procedures



I have read and understand this job description.

Printed Name: _____

Signature: _____

Date: _____