



Humane Society of Broward County Maintenance Technician I Job Description

Job Title: Maintenance Technician I
Department: 500-Shelter Services
Reports to: Shelter Services Manager
FLSA Status: Non-Exempt
Revision Date: 06/2018

JOB SUMMARY

To maintain the building and assist in preparing the shelter's daily and special activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates and maintains the crematorium.
- Transports waste material to the dumpster.
- Repairs and maintains building as needed.
- May repair and maintain company equipment to keep in proper operating condition.
- Transports equipment upon request.
- Sets up for special events as well as takes down, moves and erects benches, tables, seats and chairs or equipment as needed.
- Keeps premises in clean and orderly condition, including but not limited to sweeping, mopping, scrubbing floors, washing windows, walls and painting.
- Performs miscellaneous pick-up and delivery of items or errands as required using the company vehicle.
- Reports any malfunctions of equipment or safety and security concerns to the Shelter Services Manager and/or management team.
- Exercises care and safety in use of equipment and tools required to complete assigned tasks and knowledge of safety rules and regulations prescribed by the company.
- May perform semi-skilled carpentry, masonry, painting, plumbing and landscaping tasks and general maintenance of company buildings, equipment and property; may work as a helper to a skilled trades worker.
- Maintains a professional and cordial working attitude.
- Adheres to HSBC's disease management and safety precautions on an ongoing basis.

NON-ESSENTIAL DUTIES

- Performs related work as required and as assigned.

SUPERVISORY RESPONSIBILITIES

- None; however, may lead, train, guide or participate in work team assignments.
- Leads, trains and guides court-ordered community service personnel and volunteers in performing their daily duties in accordance to the company's Standard Operating Procedures within the Shelter Services department.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITIES:

- Ability to read and interpret documents such as safety rules, warning labels, product instructions, operating instructions and procedure manuals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to process complex verbal and written instructions and translate them into a series of logical problem solving steps.
- Ability to communicate effectively verbally and in writing.
- Ability to have close contact with domesticated animals.
- Ability to handle, restrain, lift and move domesticated animals.
- Ability to fluently speak, write and understand English.

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- Ability to write legible on HSBC forms, reports and documents.
- Ability to adhere to disease management and safety protocols.
- Ability to operate common tools, locks, handles, latches, faucets, sprayers and various other equipment used in general maintenance.
- Ability to paint, install and maintain equipment when position requires.
- Ability to perform heavy manual labor for extended periods, often under hot and humid conditions.
- Ability to answer all questions effectively and in a pleasant manner.
- Ability to communicate effectively with the public and to a variety of audiences effectively.
- Ability to work in a team oriented environment that is frequently changing environment.
- Ability to drive a company vehicle and possess the required license.
- Ability to work under stress during crisis or disaster situations.
- Ability to work varied hours/days, including nights, weekends, and holidays, as needed.

PHYSICAL DEMANDS

- While performing the duties of this Job, the employee may be required to stand for long periods of time.
- While performing the duties of this Job, the employee is regularly required to move continuously during work hours.
- While performing the duties of this Job, the employee must be able to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear for extended period of times.
- The employee must be able to pull, lift and/or move a minimum of 50 pounds.
- The employee must not have a problem with heights and be able to use step ladders and climb ladders up to 30 feet.
- The employee must be able to place and retrieve supplies in and out of the supply area.
- The employee must be able to utilize safety equipment while performing the duties of this Job.
- Specific vision abilities required by this Job include close vision and the ability to adjust focus.
- The employee will frequently be required to drive company vehicle (mini-van size) to offsite locations or for errands.
- While performing the duties of this Job, the employee will be required to handle or have close contact with domesticated animals.
- While performing the duties of this Job, the employee must be able to bend and use legs, arm and back muscles without discomfort.
- The employee is required to adhere to company personal appearance policy and wear supplied uniform shirts/jackets when required.
- The employee will be required to work extended hours during a company-defined crisis or disaster situation.
- The employees must be able to perform duties of this Job with the expectation of working varied hours/days, including nights, weekends, and holidays, as needed.
- Overnight travel and stay may be required when participating in shelter activities.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly exposed to domesticated animals.
- While performing the duties of this Job, the employee is regularly exposed to dirt, dust, trash, grease, body fluids, and cleaning chemicals.
- Job is performed in a kennel/shelter environment at the main facility; however, on occasion job will require travel to off-site locations located within a retail environment.
- Job will occasionally require work to be performed outdoors.
- The noise level in the work environment is usually at a high level.
- While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles and heat.
- While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts.
- While performing the duties of this Job, the employee will be exposed to with a variety of animals with different temperaments and health conditions which may put them at risk for injuries, bites or scratches.

EDUCATION, EXPERIENCE, and TRAINING

- High school diploma or general education degree (GED) preferred.
- Some experience in ground maintenance, landscape maintenance, handy-man work, construction and repair work or other appropriate field as it relates to the position.
- Any equivalent combination of experience and training which provides the required knowledge, abilities and skills will be

considered.

- Possess a valid FL drivers license with a good driving record.

Note: Management has the right to assign or reassign duties and responsibilities to this Job at any time. Critical features of this Job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position. This job description does not create an employment contract, implied or otherwise, other than an "at will" relationship.

I HEREBY ACKNOWLEDGE THIS FORM HAS BEEN PRESENTED TO ME BY MY SUPERVISOR AND I HAVE READ AND UNDERSTAND THE DUTIES OF MY POSITION:

EMPLOYEE:

Print Name: _____ Date: _____

Signature: _____

SUPERVISOR:

Print Name: _____ Date: _____

Signature: _____