



Sonoma Humane Society Job Description

Job Title:	Maintenance Coordinator	Location:	Santa Rosa and Healdsburg Center
Department:	Admin	Hours:	24-30 hrs/wk
FLSA Classification:	Full time, non exempt Hourly rate: \$15-\$20	Reports To:	Facilities Operations Manager

SUMMARY

The Maintenance Coordinator is responsible for managing the maintenance of equipment, machinery, buildings and other facilities belonging to the Sonoma Humane Society. The position plans and schedules facility modifications, including estimates on equipment, labor materials and other related costs.

DUTIES AND RESPONSIBILITIES

- Manage and perform all work related to the maintenance of SHS and HC buildings including but not limited to HVAC, plumbing, electrical, custodial and shelter security.
- Closely monitor and maintain equipment on SHS and HC grounds completing any necessary testing as required. Maintain accurate records of all maintenance repairs; perform repairs as needed.
- Ensure the safety of the buildings making sure building and safety code requirements are met.
- Work with the Operations Manager to report problems, solutions, and costs associated with the operation of the buildings. Provide a weekly status update on any pending projects.
- Develop, oversee and occasionally assist teams of volunteers providing shelter maintenance services such as cleaning, painting, and landscaping.
- Implement procedures for handling, storing, safekeeping, and destruction of hazardous materials. Maintain parish MSDS system.
- Work with Operations Manager to manage annual facility budget.
- Oversee the set up and tear down of SHS events as needed.

Supervision: This position reports directly to the Facilities Operations Manager and supervises all shelter groundskeepers and occasional volunteer workgroups.

KNOWLEDGE, SKILLS, AND ABILITIES

- The ability to work independently as well as in a team environment.
- Must demonstrate self-motivation, responsibility, excellent interpersonal skills, and the ability to handle multiple tasks in a fast paced environment.
- Knowledge of building maintenance and safety standards.
- Ability to operate tools and machinery.
- Ability to properly lift supplies up to 50 pounds.
- Research skills and ability to draw information from various sources.
- Time and project management skills.
- Good oral and written communication skills.
- Computer skills including Microsoft Office, Adobe, and IT skills.

QUALIFICATIONS

- 1-2 years related facility management experience.
- Proven experience in facilities management, including experience in overseeing contractors and vendors.
- Proven experience managing budgets and purchasing.

- Knowledge and experience with building and fire codes, OSHA regulations, fire alarm systems and associated fire safety systems.
- Knowledge of common power and hand tools.
- Excellent attention to detail and organizational skills.
- Excellent written and verbal communication skills.
- Valid driver's license with good driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise, and operate heavy machinery.
- Must be able to perform physical activities such as, but not limited to, lifting items up to 50 pounds unassisted, bending, standing, climbing and walking.

Work environment: Work is performed in a both an office and shop setting; regular exposure to dust, odors, fumes, and noise.

NOTES

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time and the employee is expected to adhere to all company policies. The above information is representative of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities.

I have read and understand this explanation and job description and am able to perform all duties contained herein.

Employee Name

Manager Name

Signature

Signature

Date

Date