



Position Title: Buildings and Grounds Coordinator
Reports to: Executive Director
Schedule: 20 hours per week, days are negotiable. Some weekend, holiday or evening hours may be necessary.
Pay: \$20-\$22 per hour

Primary Purpose: Perform maintenance and repairs as well as minor construction and renovation projects to ensure a safe, functional, and attractive facility and property.

The core priorities for this position are:

1. Buildings - Maintain safe and functional facilities. Identify, budget, and perform needed minor repairs to plumbing, electrical, HVAC, and animal housing.
2. Grounds - Ensure exterior grounds are safe and presentable including mowing, weed and brush cutting, raking, snow removal (shoveling walkways, plowing is contracted out), coordination with vendors, and general maintenance.
3. Equipment - Maintain all equipment in good working order: perform minor repairs when possible and schedule repairs as needed.
4. Vehicles - Ensure shelter vehicles are gassed-up and well-maintained, including monthly cleaning, annual inspection/registration, and scheduling appointments and drop-off/pick-up at mechanic.
5. Teamwork - Assist with moving large equipment and cages as needed.
6. Cleaning - Custodial duties as assigned (example: weekly mopping of admin building, cleaning of 4 single-stall restrooms).
7. Volunteers: Willingness to work with and oversee volunteers with a variety of ground maintenance tasks.

Additional Responsibilities:

- Maintain a positive public image for UVHS.
- Other duties as assigned

Qualifications Required:

- 1 year experience in landscaping and/or facility maintenance
- Familiarity with basic carpentry, plumbing, electrical & HVAC desirable
- Sense of humor
- Vision, enthusiasm, and consistency
- Excellent organizational skills
- Ability to communicate effectively with staff, volunteers, and the public in a professional, courteous, respectful, and compassionate manner
- Motivation and ability to work independently and follow instructions
- Skill to safely operate hand tools, power tools and maintenance equipment
- Ability to lift 80 pounds and sit, bend, kneel or stand for extended periods of time; ability to climb ladders and perform manual labor on a daily basis; ability to work outdoors in inclement weather

Work Hours: This is an hourly position that may require weekend hours, some holidays, and occasional evening hours.

Acknowledgement: This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Nothing in this position description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

All employment at Upper Valley Humane Society is at-will.

By signing below, I acknowledge that I have received, read, and understand my position as described in this job description.

Signature

Date