



Peninsula Humane Society & SPCA

## Peninsula Humane Society & SPCA Facilities Associate

**Job Title:** Facilities Associate  
**Division:** Operations  
**Reports To:** Facilities Maintenance Manager  
**FLSA Status:** Non-Exempt/Full Time  
**Salary:** \$20.00 - \$30.00 per hour depending on experience

*Excellent Benefits Package Available*

**Summary:** The Facilities Associate performs, plans, and coordinates shelter projects and repairs. Ensures the daily safety and maintenance of all shelter facilities.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Maintain two PHS/SPCA buildings and 1 small satellite locations in good, functional and safe repair.
- Construct or install major projects pertaining to buildings, plumbing, electrical, etc.
- Check and maintain air conditioning, heating, and ventilating systems.
- Actively collaborate with other departments within the organization.
- Perform necessary carpentry, plumbing, electrical, painting and masonry repairs and installation as required.
- HVAC, Mechanical & Prior building maintenance preferred
- Maintain safe environment for employees of PHS/SPCA.
- Maintain organized work area, free of hazards.
- Perform other duties as assigned.
- Janitorial Duties as needed.

### **Qualifications:**

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. Ability to work independently with minimal supervision

- Basic knowledge of HVAC-R equipment, carpentry, electrical, masonry and plumbing repairs.
- Comprehensive knowledge of motors, small appliances, power and hand tools - repair and use.
- Ability to perform with minimal supervision/direction.
- MUST be able to lift at least 50lbs.
- Valid California driver's license, Class C or ability to obtain one.
- Good common sense in following safety procedures.
- 2 years minimum previous maintenance experience.
- Upon hire, must pass a background check.
- Upon hire, must be fully vaccinated against Covid-19 and able to show COVID Vaccination Card as proof of vaccination.
- Must be willing to work weekends



### **Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must keep abreast of local and federal laws pertaining to building codes and OSHA. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization. Ability to read and interpret construction drawings and specifications preferred.

### **Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Outlook email software; Excel spreadsheet software and Microsoft Office Word Processing software and internet searches.

### **Physical Demands:**

The physical demands 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. While performing the duties of this Job, the employee is regularly required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and/or drive. The employee must frequently lift and/or move up to 75 pounds.

### **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. Fast paced and strenuous environment requiring heavy physical activity. Ideal candidates will have a flexible schedule with the ability to work irregular hours, shifts, weekends, holidays and standby.



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While performing the tasks listed elsewhere in this document, incumbent may be exposed to zoonotic diseases and noise, routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.

*We are an Equal Opportunity Employer and welcome a diverse pool of applicants.*  
EOE/M/F/D/V/SO