Peninsula Humane Society & SPCA
Facilities Maintenance Specialist (Saratoga)

Job Title: Facilities Maintenance Specialist
Division: Operations
Reports To: Facilities Maintenance Manager
FLSA Status: Non-Exempt/Full Time
Salary: $25.00 - $30.00 per hour depending on experience
Excellent Benefits Package Available

Do you want to work on one of the most beautiful properties in the Santa Cruz mountains?

We sit on 200 hundred acres, roughly 11 of those acres are developed. We are a new wildlife conservation campus that provides comprehensive rehabilitative care for sick, injured and orphaned native wildlife from San Francisco, San Mateo and Santa Clara counties. Our wildlife programs treat these animals using state-of-the-art facilities and eventually release them back into their natural habitat. Additionally, there is an imperiled species program to breed, rear and release endangered or threatened wildlife populations. You will be working in a challenging environment, both indoor maintenance systems as well as outdoor maintenance systems surrounded by nature.

Summary: The Facilities Specialist is responsible for day-to-day maintenance of all buildings and animal enclosures across two locations. Responsible for planning, performing and coordinating ongoing preventative maintenance and repair work on facility mechanical, electrical and other installed systems. Works with the Facilities Manager to coordinate work performed by outside contractors.

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

- Ensure all aspects of the facilities are maintained in a clean, safe and efficient manner.
- Perform preventive and corrective maintenance on commercial electrical, plumbing, HVAC systems with attention to detail.
- Perform installation and/or modification of new and existing equipment as appropriate.
- Actively collaborate with other departments within the organization.
- Escort and serve as a point of contact for contractors working onsite.
- Perform necessary carpentry, plumbing, electrical, painting, masonry repairs and installation.
- Troubleshoot emergencies, equipment problems, and technical issues, organize and resolve as appropriate.
- Proactively inspect campuses, buildings, enclosures, systems, and report back any findings or issues to the Facility Manager.
- Assist other maintenance staff on special projects that may require additional help.
- Support janitorial staff with emergency response.

- Ensure department work areas and equipment is maintained in a safe and functional manner.
- Stays abreast of local and federal laws pertaining OSHA.
- Perform other duties as assigned to ensure a positive public image, enhance the operation of the organization and improve the quality of life for animals.

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.

- 2 years minimum previous maintenance experience strongly preferred.
- Basic knowledge of HVAC-R equipment, carpentry, electrical, masonry and plumbing install and repairs. HVAC, Mechanical & prior building maintenance preferred.
- Comprehensive knowledge of motors, small appliances, power and hand tools.
- Ability to work independently with only general supervision and instructions on routine work.
- Effective time management and communication skills,
- Must follow all safety procedures and protocols.
- Must be able to lift at least 50lbs.
- Upon hire, must pass a background check.
- Must have a flexible schedule with the ability to work irregular hours, shifts, weekends, holidays and standby, as needed. Able to work Tuesday-Saturday shift.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. 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:

Knowledge of Microsoft Office Suite (Outlook, Excel, and Word) and internet searches.

Certificates, Licenses, Registrations:

Valid California driver's license, Class C or ability to obtain one within 6-month probationary period. Must have a satisfactory driving record to be insured on PHS insurance.

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 frequently lifts and/or moves 50 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.

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. Fast paced and strenuous environment requiring heavy physical activity. This position has flexible start times, as approved by the manager.

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