

JOB/POSITION TITLE: Facilities Assistant

STATUS: Non-exempt

PRIMARY PURPOSE: Responsible for assisting Facilities Supervisor with facility, grounds and equipment maintenance on campus to ensure optimal operation, safety and appearance.

Reports To: Facilities Supervisor

ESSENTIAL DUTIES/FUNCTIONS:

- Performing preventative maintenance of buildings, equipment, grounds and public areas.
- Handle basic repairs and maintenance including cost benefit of replacement vs repair.
- Work with contractors when professional services are necessary.
- Diagnosing mechanical issues to determine corrective action plan.
- Assist with repairing machines, equipment, or structures as necessary.
- Light carpentry, plumbing, electrical, painting, etc.
- Other duties as assigned including but not limited to participation in events, fundraising and first responder to disaster assistance.

JOB CONDITIONS:

- Work Conditions: Outdoor and indoor as needed.
- Equipment Use: Power equipment (e.g. lawn mower, leaf blower, Weed Wacker, welding machine, ladders, etc.
- Other Materials: Commercial kennel disinfectant, cleaning solutions, paint, herbicides and other materials as required.
- Hours: Based on operational requirements. Full-time must be available 40 hours a week with overtime as needed.

MENTAL, PHYSICAL AND COMMUNICATION DEMANDS:

- Must have passion and concern for both animals and people
- Agree with and be committed to Hawaiian Humane Society mission.
- Courteous and professional to both animals and people.
- Self-motivated and able to work alone with minimal supervision.
- Requires lifting and carrying 50 to 75 pounds.
- Eye hand coordination, alertness and attention to detail while operating power and manual tools in a safe manner.
- Crawling, bending, reaching, pulling, grabbing and turning when operating power and manual tools.
- No limitations that would prevent handling or working around animals.

QUALIFICATION REQUIREMENTS:

- Skills/Knowledge: Basic knowledge of motors, small appliances, power tools, hand tools, carpentry, electrical repair, masonry, painting, and plumbing.
- Must pass a driving background check with a valid driver's license and acceptable driving record in accordance with organizational policy.
- Education/Training: High school diploma or equivalent required.
- Experience: 2 or more years of experience preferred.

The above information on this job description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.