



**Position Title:** Facilities and Maintenance Assistant  
**Reports to:** Executive Director  
**Schedule:** Part-Time (12-25 hours/week)  
**Benefits:** Eligible for health benefits (medical, dental, vision, disability, etc) and PTO accrual at 25 or more hours/week, discounted veterinary services  
**Salary:** \$15,600 - \$32,500

### **Purpose of Position**

The Facilities and Maintenance Assistant will contribute to the overall efficiency and effectiveness of the MCPAWS organization by ensuring that regular and routine facilities and ground maintenance tasks are completed in a timely and efficient manner at all MCPAWS locations.

### **Duties and Responsibilities**

#### **Regular Grounds Maintenance and Yardwork**

- Complete snow removal of all walkways, sidewalks, roofs, gates, etc. at MCPAWS Thrift Store, Shelter, and Veterinary Hospital
- Place coverings over shelter windows as needed for protection against snow fall
- Limited snow removal using shovels and/or snow blower within shelter canine play yards
- Ensure lawn areas at veterinary hospital and shelter are mowed and tidy as needed using motorized, push lawn mower and weed eater, as well as necessary hand tools (shovel, rake, etc)
- Ensure various landscaping needs for MCPAWS locations are completed in a timely manner
- Spring time pressure washing of buildings, parking lots, and sidewalks at all facilities as needed

#### **Facilities Maintenance**

- Complete minor plumbing, electrical, and/or carpentry repairs and projects as needed at all three MCPAWS locations
- Ensure that any maintenance equipment is well maintained, including necessary annual maintenance and long-term storage for lawn mowers, snow blowers, weed eaters, etc.
- Work with branch managers to ensure unique needs of each facility are taken care of, including facilitation of outside contractors to complete non-routine maintenance and repairs

#### **Additional Duties**

- Assist with recycling and garbage management at MCPAWS Thrift Store, including ability to drive to Valley County Transfer Station to deposit unsellable goods received at store

- Provide support in set up and break down at MCPAWS fundraising events that may be held outside of regular business hours
- Complete various projects in support of MCPAWS programs of work (e.g. build community cat shelters using donated items, clean and maintain humane live traps used in coordination with our Trap/Neuter/Return project, etc.)
- Maintain basic records in terms of facilities maintenance plans and schedules
- Minimal cleaning duties

### **Experience/Education**

- High school education or equivalent
- Past working experience in facilities maintenance
- Professional landscaping/yard maintenance experience preferred

### **Knowledge/Skill/Abilities**

- Feel and express a genuine liking for pets and pet owners and for working in animal care
- Basic understanding of plumbing, electrical, and carpentry
- Ability to work with minimal supervision
- Strong organizational, project management, and problem-solving skills with impeccable multi-tasking abilities
- Display tact, clarity, and diplomacy in all communications with coworkers, volunteers, donors, and members of the public

### **Work Environment/Conditions**

The employee may be exposed to wet/humid conditions, and noisy environment while conducting required job duties

Position requires a prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, and climbing ladders in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination using a computer keyboard. Additionally, the position requires near, far, and color vision in performing routine maintenance duties and may require the use of hearing protection while working in and around high noise levels. The incumbent may be around animals that are agitated or injured that may attempt to bite or scratch. The need to lift, push, or carry 75 pounds is required. Must be able and willing to work around lubricants, solvents, batteries, cleaning fluids, and paints.

### **Work Schedule**

This is a part-time position and Flexible Work Schedule policy eligible. Hours will vary depending on the amount of work available. Employee may be required to work uncommon hours, overtime, and be subject to recall in emergency situations

### **Non-Discrimination Employment Policy**

MCPAWS does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of

staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

**Disclaimer Statement**

The above is intended to describe the general content of, and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.