



POSITION SUMMARY

Wayside Waifs Inc.

Title: Facilities Associate
Reports To: Facilities Manager
Updated on: May 2019
Status: Full-time, non-exempt
Approved By: President

The Mission of
Wayside Waifs

Wayside Waifs is a charitable animal shelter whose purpose is to place adoptable companion animals in responsible homes by providing temporary shelter, educating the public, and developing partnerships.

POSITION SUMMARY

Support the Facilities Team at Wayside Waifs by providing preventative maintenance and repair to the Organization's buildings, grounds, vehicles and equipment. Assist the Facilities Team by proactively and efficiently maintaining the physical plant of Wayside Waifs, as directed by the Facilities Manager. Assist Pet Memorial Services department with tasks as needed and transport deceased pets from area veterinary clinics to Wayside Waifs for cremation.

PRIMARY ACCOUNTABILITIES

1. Perform minor repairs to Wayside Waifs' plant and equipment including, but not limited to:
 - a. Plumbing
 - b. Electrical
 - c. HVAC
 - d. Filter changes and coil cleaning
 - e. Scheduling and/or performing light automotive maintenance
 - f. Gutter cleaning
2. Assist Pet Memorial Services department including, but not limited to:
 - a. Mowing grass
 - b. Weed-eating
 - c. Snow removal
 - d. Digging/preparing pet grave sites
 - e. Setting headstones
 - f. General upkeep of cemetery
 - g. Transport of deceased animals
3. Other duties as assigned by the Facilities Manager

POSITION REQUIREMENTS

Physical /Environmental

- Must demonstrate initiative, common sense application and problem-solving skills
- Have the ability to work under pressure at times
- Must possess a positive attitude and good customer service



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- Must be able to lift 75 lbs. to waist height
- Must be flexible and available to work some evenings, weekends, or holidays if necessary
- Be able to work with exposure to outside weather conditions
- Significant amount of kneeling and standing during a typical day, exposure to animals, animal smells and airborne particles
- Noise level is moderate to high
- Exposure to animal waste
- Current driver license and clean driving record required

Education/Experience

- High School degree or GED equivalent
- Prior maintenance experience preferred