



POSITION SUMMARY

Wayside Waifs Inc.

Title: Facilities Associate
Reports To: Facilities Manager
Updated on: October 2017
Status: Full-time, non-exempt
Approved By: VP of Operations

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 to the organization's buildings, grounds, vehicles, equipment and for the safe operation of same. 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 outdoor tasks as needed and pick up deceased pets from area Veterinary Clinics.

PRIMARY ACCOUNTABILITIES

1. Handle minor repairs to Wayside Waifs buildings, including:
 - a. Plumbing
 - b. Electrical
 - c. HVAC
 - d. Filter changes and coil cleaning
 - e. Scheduling automotive maintenance
 - f. Gutter cleaning
 - g. Other duties as needed
2. Assist Pet Memorial Services department. Duties include:
 - a. Mowing
 - b. Weed-eating
 - c. Snow removal
 - d. Assisting with digging of pet cemetery graves
 - e. Setting headstones
 - f. General upkeep of Wayside cemeteries
 - g. Veterinary Clinic deceased animal pick-ups

ESSENTIAL FUNCTIONS/ POSITION REQUIREMENTS

Physical /Environmental

- Demonstrate initiative, common sense application, and problem solving skills
- Ability to work under pressure at times



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

Education/Experience

- High School degree or GED equivalent.
- Good customer service skills.
- Prior maintenance experience preferred.