



**Job Title:** Facilities Technician  
**Department:** Facilities  
**Reports To:** Facilities Manager  
**FLSA Status:** Non-Exempt, Hourly

## **SUMMARY**

Responsible for the monitoring and maintenance of the physical plant and premises of the League to ensure a safe and clean environment, including monitoring of HVAC, electrical, grounds, security, and crematory systems. Propose repairs, monitor, maintain and repair plumbing, vehicles, and equipment. Respond to emergency building needs after hours. Prepare buildings for hurricanes or other disasters. Provide managerial support to subordinate employees. Support the League's mission.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Perform general repair and construction of items related to work orders including painting, carpentry, electrical, plumbing and other items as needed
- Maintain all HVAC systems by replacing filters, cleaning coils, checking pumps and motors or other preventative care.
- Maintain all electrical systems by repairing or replacing ballasts, switches, lights etc. Troubleshoot and repair if possible power failures as they relate to the facility.
- Visually inspect fire and sprinkler system to ensure proper working order.
- Inspect and/or perform basic repair to lift station components to ensure proper water level, floats and breakers are performing normally.
- Constantly evaluate buildings and campus for potential safety hazards and either recommending or facilitating changes necessary.
- Perform regular inspections of generators to ensure proper operation. Check fuel tanks monthly for leaks, rust or other containments. Make certain that fuel level is above one quarter tank and call for refill if needed.
- Check, reset or otherwise monitor fire alarm panel.
- Check physical building structure for wear, fatigue or damage including roofs, soffits, walls, windows and floors.
- Monitor campus daily addressing landscaping and trash issues working with Facilities Manager to correct issues.
- This position requires weekends and may work Holidays and On- Call

## **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.

- Possession of a valid Florida driver's license and driving record acceptable to insurance carrier
- Must have ability to perform general contracting projects with focus on details.
- Proven track record with mechanical systems
- Supports the Animal Rescue League's mission, policies, and practices.
- Must have demonstrable background and knowledge of mechanical systems.
- Must have advanced troubleshooting or problem-solving skills.
- Must adhere to the company's dress code and wear any applicable safety gear.
- Have the ability to deal tactfully and effectively with the public and staff.
- Must have excellent oral and written communication skills
- Must have the ability to multitask and delegate work
- Ability to remain composed under stress.
- Ability to provide constructive feedback to when required with tact, fairness and diplomacy.
- Ability to read reports, charts, plans or schematics.
- Ability to present cohesive and detailed reports both oral and/or written to Facilities Manager and/or the Director of Operations

## **EDUCATION and/or EXPERIENCE**

- Associate's degree (A. A.) or equivalent from two-year college or technical school with 3 years related experience and/or combination of training, education and experience

## **PREFERRED CERTIFICATIONS/LICENSES**

- Building equipment
- HVAC Plumbing & Electrical
- (2) Construction related services

## **COMPUTER SKILLS**

- Proficient computer skills including but not limited to ability to access databases, check company e-mail and etc.
- Microsoft Office

- Work Space Manager
- Alarm Manager
- Carrier Network Manager
- Remote Site Manager

## **PREFERRED QUALIFICATIONS**

- HVAC Certification
- Electrician Certification
- Building Inspection Experience
- Experience in facility maintenance of animal-related organizations

## **MATERIALS and EQUIPMENT USED:**

- Hand Tools / Power Tools
- Vehicles - Gas Golf Cart, Truck, Van

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must 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 talk or hear. The employee frequently required to lift up to 50 pounds. The employee will also be required to sit, stand, walk, use hands and fingers to feel or grasp as well as bend neck and twist.

## **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 duties of this job, the employee is frequently exposed to an outdoors climate condition. The employee is frequently exposed to animal odors hair and dander.
- May be exposed to chemicals, fumes or exhausts.
- The employee may be required to drive up to 50 miles.
- The noise level in the work environment is usually moderate to loud.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the organization may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature \_\_\_\_\_