



MAUI HUMANE SOCIETY
Job Description

The Maui Humane Society is committed to building lifelong bonds between people and animals through education, community outreach and the prevention of cruelty.

Job/Position Title: Facilities Manager **Status:** Non-Exempt **Date:** May, 2021

Primary Purpose: Responsible for the smooth and orderly function of organization-wide needs such as equipment and supplies, facility, grounds and yard maintenance. Oversees delivery and storage issues. Supervises staff and oversees programs that relate to the Facilities Department. Maintains departmental budgets for aforementioned areas. Under the supervision of the Chief Executive Officer.

Workers Supervised: Maintenance workers, Related volunteers.

Essential Duties/Functions:

1. Oversees and performs routine repair and maintenance of shelter equipment, caging and kennels, hoses, faucets, appliances. Develops a maintenance plan, purchases needed supplies, responds to requests and performs repairs in a timely manner; acts as a liaison with independent contractors/repair companies.
2. Develops and implements a maintenance plan that oversees the effective oversight of all machines, mechanical devices, and upkeep of buildings and other structures on shelter grounds.
3. Supervises maintenance staff. Hires and terminates with input from the CEO. Provides appropriate training and ongoing evaluation of these staff members. Follows organizational policies for disciplinary measures when necessary. Completes and presents performance reviews as needed. Acts as an advocate/representative for their staff when appropriate.
4. Maintains departmental budgets within organizational limits. Works with the CEO to provide input for the department's budgetary needs.
5. Communicates with other departments as needed to ensure smooth and efficient operations. Addresses interdepartmental problems when necessary and related to areas of responsibility.
6. Develops and maintains an accurate Work Order system to track all requested repairs, improvements or other maintenance activities.
7. Responsible for deliveries, storage and maintaining inventory for agency wide supplies and equipment needs.
8. Develop, maintain and evaluate program standards for MHS cremation service, including liaison with Vet Clinics and Animal Hospitals, families of deceased animals, and with appropriate staff members.
9. Maintains the cremator and all related equipment, maintains accurate related records, acts as the first point-of-contact with the state regulatory agency and the manufacturer. Maintains certification of self and staff members.

10. Responsible for the scheduling of cremation pickups from private veterinary offices.
11. Presents potential maintenance and/or construction projects to the CEO for approval to include design, budget, coordinating with a contractor or having the project done in-house
12. Creates policies and procedures for maintenance with input from the CEO. May create equipment policies/procedures for other departments. Responsible for the communication and maintenance of these standards to relevant staff members.
13. Maintains outdoor areas of the facility including daily emptying trash cans, sweeping entrance ways, clear recycle areas, oversees and performs routine landscaping duties.
14. Responsible for the routine maintenance of shelter vehicles (except for Humane Enforcement vehicles), including registration, vehicle cleanliness, and body repairs.
15. Deals with contractual issues, bids, etc. with input from the CEO. Maintains accurate records and files of all maintenance-related activities.
16. Manages all expenditure-related activities including control of assigned credit cards, checkbook and expense records related to purchases.
17. Monitors fire extinguishers; ensures compliance with Fire Authority and OSHA requirements. Monitors overall safety of facility; identifies safety hazards and takes prompt action to protect the facility and prevent injury to humans and animals.
18. Communicates effectively with the CEO on relevant issues, keeping him/her informed in a timely manner.
19. Performs as needed all duties of the Facilities Team in maintaining effective operations of the department.
20. Presents a positive and professional image of the Maui Humane Society to the public.
21. Participate in disaster preparedness and response activities for the shelter and community as it pertains to pet animal related needs.
22. Provides support as needed in the production of fundraising events and activities.
23. Interacts with coworkers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
24. Attends and participates in departmental and shelter meetings. Attends educational venues as recommended/approved.
25. Address and/or report any safety hazards or unsafe use of MHS equipment
26. Other duties as assigned by the CEO.

Working Conditions:

Outdoor and shelter wide work required in all weather and temperature conditions. Air conditioned office with computer and internet access. May be required to attend events and other venues in a representative or working capacity. Regularly requires travel to and from shelter for various errands.

Equipment Use:

Telephone, cell phone, mobile radio, computer, copier, and other related office equipment. Requires operation of cremator and use of personal and company vehicles. All types of yard and maintenance

equipment along with all shelter equipment such as washers/dryers, propane tanks, freezers, etc., and animal care, handling and restraint equipment.

Work Hours:

This is a salaried position. A typical work week is 40+ hours which may include weekends. Flexibility is also required to attend to various shelter needs, events, and functions.

Mental Demands:

Must have ability to multitask, prioritize and handle significant levels of stress at times. Position requires excellent organizational skills, as well as a high level of accuracy and attention to detail. Must have adequate judgment and self confidence to handle decision making and supervisory duties. Must be able to meet deadlines and delegate appropriately. Must be a team leader able to instruct, guide, commend and discipline staff. Requires emotional capacity to handle euthanasia related decisions including the cremation of deceased animals and empathetic communication to the public when necessary.

Physical Demands:

This position involves desk & computer work, but also requires being on your feet for extended periods of time. Position may include (car) travel back and forth to venues and some lifting. Must be able to work at a fast pace. Ability to safely handle and control tools, power tools, various motorized equipment.

Qualification Requirements:

Minimum Qualifications

- High school graduate with minimum 2 years college level studies.
- 2 years or more experience in facility maintenance, landscaping or related fields.
- Minimum 3 years supervisory experience with budgetary responsibilities and/or related business or administrative degrees.
- Experience in landscaping, facility and/or equipment maintenance or demonstrate ability to understand and oversee related duties. Skilled in a wide variety of construction, remodeling and repair skills.
- Excellent public relation skills, strong written and oral communication skills.
- Requires high level of organization with a strong attention to detail and high degree of accuracy.
- Must be a goal oriented self-starter with willingness and maturity to go beyond prescribed work and time schedules.
- Professional in appearance and behavior.
- Proficient in Microsoft office and/or Google Office suites, email and internet use.
- Possession of a valid Hawaii Driver's license with a clean driving and criminal abstract.

General Qualification:

- Must have a passion for animals and support the mission of the Maui Humane Society.
- Must treat animals humanely, with love and concern both on and off the job, and transmit these values to others.
- Must adhere to all local laws regarding personally owned animals
- Positive attitude is a must!