Animal Protective Foundation  
Job Description  
Facilities Assistant

Position Status: Non-Exempt, Part-time 
Reports to: Facilities Manager  
Revised: February 26, 2020  
Hours: approximately 25 per week

PURPOSE OF THE POSITION
The Facilities Assistant’s role is to help ensure the APF facility and equipment is well functioning and as attractive to the public eye as possible. This position includes general maintenance, routine service, grounds keeping, and general repair. While the Facilities Manager supervises this position, the Facilities Assistant is expected to act as an independent professional, carrying out routine and assigned duties with limited direct supervision. This position must support all APF board policies and mission, vision and values statements.

The person holding this position must enjoy working with people and animals; communicate in a way that demonstrates and promotes collaboration, cooperation, and problem solving; and use good interpersonal skills to foster a positive environment, team work and productivity. Must work well with others including co-workers, volunteers and the general public and function in a way that provides excellent customer service.

Work proactively to provide a workplace free from serious recognized hazards and comply with standards, rules and regulations issued under the OSHA mandates.

DUTIES AND RESPONSIBILITIES

• Assist in the maintenance of a 15,000 sq. ft. facility (animal shelter, pet yards, kennels, spay/neuter clinic, crematory, administrative offices, etc.) and a 3-acre site.

• Support the Facilities Manager in the process of OSHA compliance and improvement. Be concerned and pro-active with safety of staff, volunteers and visitors with regard to the state of the facility and equipment.

• Provide equipment and facility maintenance, general repair, and cleaning including such tasks as general carpentry, equipment service, light and sanitary cleaning, painting, and other tasks necessary to keep the facilities looking well and all equipment in safe working order. Assist in care and routine maintenance of APF vehicle(s).

• Provide for general grounds work to include general cleaning, mowing, landscaping, planting, shoveling snow, snow blowing, ice removal, and other related tasks.

• Provide general labor including, but not limited to, assisting in facility repair and maintenance, picking up and moving supplies, event support and other such related duties.
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• Use desktop or laptop computer to maintain operation and equipment performance logs, prepare labels, spreadsheets, email, etc.

• Transport pet supplies, event supplies and materials, deceased or live animals to or from veterinary clinics or other places to be determined.

• Cross-train to provide back-up for crematory services provided by the APF and in the absence of the Crematory Operator & Customer Care Specialist. Operate crematory in compliance with NYS Environmental Law.

• May be assigned to work in departments temporarily, permanently or for cross training.

• Perform other duties as assigned by the Facilities Manager, acting supervisor or Executive Director.

SUPERVISORY RESPONSIBILITIES
None.

CONTACT WITH OTHERS
Will have contact with other APF employees, volunteers and members of the public. Contacts with others will require good communications, compassion, and tactful exchanges and a professional demeanor.

WORKING CONDITIONS
Regularly exposed to outside weather conditions. Frequently exposed to moving mechanical parts, moderate odors, dust, fumes, extreme heat or caustic chemicals, will be exposed to loud noises. May be exposed to zoonotic diseases. May have contact with animals with varying degrees of domesticity and physical condition. Will have access to protective equipment such as gloves, protective eye and ear wear, etc.

PHYSICAL DEMANDS
Ability to stay standing or active during entire shift. Must be able to lift a minimum of 60 lbs. Work performed both in and out of shelter requires lifting, bending, stooping, pushing and other strenuous activities.

REQUIREMENTS

• **Education and Experience:** Must be a high school graduate or educational equivalent and be able to read, write and speak clearly in English so that written and verbal instructions can be followed.

• **Knowledge:** Preferred candidates will be pet parent and pet lovers and have a general knowledge of hand and power tools, mechanical equipment, basic repair techniques and the ability to read and follow manuals. Have the ability to use a Windows PC including email,
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MS Office Suite products including Excel and Word. Ability to read schematics and blueprints helpful.

- **Skills:** Must be able to communicate with co-workers, volunteers and the public in a respectful and positive manner. Must have the ability to work cooperatively with people. Must be able to demonstrate safe working habits for self, the animals and the public.

- **Additional requirements:** Must be able to work holidays and weekends as assigned and meet the physical requirements of the job. Must have a valid New York State driver’s license. Background check required.

**NOTE:**
The Animal Protective Foundation is an Equal Opportunity Employer. We do not discriminate on the grounds of age, race, religion, national origin, sex, sexual orientation, marital status, disability or any class protected by law.

The Animal Protective Foundation is an At-Will employer. This is not a contract for employment.

The Animal Protective Foundation reserves the right to change job descriptions and job schedules at any time without employee consent to meet changing needs of the organization.

By signing below you are asserting that you are physically able to perform these duties with or without accommodations.

Printed Name __________________________ Signature __________________________ Date __________

List any accommodations needed, if any, to assist you in successfully completing these duties.