

FACILITIES TECHNICIAN

Job Title: Facilities Technician
Department: Facilities
Reports To: Facilities Lead
FLSA Status: Non-exempt

This is a full-time position

Starting rate \$17.25

The Southwest Wildlife Conservation Center's (SWCC) Facilities Technician maintains the grounds, buildings, and equipment to ensure that a workspace is safe and functional.

DUTIES AND RESPONSIBILITIES

The Facilities Tech performs many maintenance and safety and tasks that promote a clean and safe working environment for the organization, including:

- Performing basic and routine facilities maintenance, construction, and repair tasks according to service, quality, and safety standards
- Performing miscellaneous facility projects, including painting, drywall, carpentry, installation of fixtures
- Conducting cleaning and maintenance tasks
- Monitoring the safety and cleanliness of interior and exterior areas, such as offices, parking lots and all outdoor spaces
- Performing routine maintenance on facilities and making repairs as needed
- Performing routine inspections and emergency repairs with outside vendors
- Maintaining day-to-day operations of facilities
- Preparing facilities for changing weather conditions
- Must be able to operate a tractor, bobcat and other construction equipment
- Taking care of horses, donkeys and other animals as needed

Other duties - Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

QUALIFICATIONS:

- High school diploma or GED
- Must be willing and able to work evenings, weekends, holidays and extended days as needed
- Valid Drivers' License. Must have and maintain a clean driving record
- Must be able to pass a background check

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Minimum Experience:

- 0 to one year of work experience

Preferred Experience:

- One of year facilities and repair experience

EQUIPMENT USED:

- Standard maintenance and facilities equipment
- Maintenance (golf) cart

PHYSICAL DEMANDS:

- Sitting, standing, walking, talking, and hearing are frequently required
- Must be able to lift and/or move up to 50 pounds

WORK ENVIRONMENT:

- Must have current rabies and tetanus vaccination status or be willing to obtain
- The noise level in the work environment is minimal
- Requires contact with wild animals, including animal dander, excrement, blood and hair
- Employees will encounter pests such as snakes, insects, and rodents

APPLICATION PROCESS

Please complete the Employment Application on this site and forward it to HR@southwestwildlife.org. NOTE: You may also attach your resume but the application must be completed in full.

We will review your materials and contact you if we wish to consider you further. Thank you for your interest.

Human Resources

Southwest Wildlife Conservation Center is an Equal Opportunity Employer