



pasadena humane society & spca

Facilities Coordinator

FLSA Classification
Full Time, Non-Exempt

REPORTS TO: Animal Care Director
DIVISION: Operations
DEPARTMENT: Animal Care & Facilities
PROGRAM: Facilities

JOB DESCRIPTION

SUMMARY/OBJECTIVE

The Facilities Coordinator will direct maintenance and cleaning services. The Coordinator will provide information and serve as a resource to PHS and others. The Coordinator will achieve defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines, codes, and regulations. This position will supervise and direct assigned staff.

SUPERVISORY RESPONSIBILITIES: Staff

JOB DUTIES AND RESPONSIBILITIES

- Oversee general maintenance of the organizational facilities including janitorial, repairs, building maintenance, HVAC maintenance, landscaping, pest control and vehicles.
- Manage Maintenance and Janitorial staff which includes hiring, terminations, payroll, scheduling, counseling, general productivity and continuing education of the workforce.
- Maintain documentation and record keeping for repair needs including work orders, and repairs. Provide reports as requested.
- Act as a liaison between organization and independent contractors, monitoring progress and performance of projects, bringing any schedule and/or budget issues to the immediate attention of appropriate staff. Participate in final inspections, helping to ensure all deficiencies are remedied.
- Develop a preventive program for scheduled maintenance and upkeep of the property.
- Assess incidents of complaints and problems for the purpose of resolving or recommending a solution to the situation.
- Oversee routine cleaning of offices and restrooms.
- Develop a preventative maintenance program and respond immediately to needs for the purpose of ensuring PHS properties are maintained in a safe condition that responds to safety concerns.
- Oversees organizational OSHA and safety requirements. Ensure facility is in compliance with applicable city/state requirements.
- Act as an active participant in the organizational safety committee.
- Oversee organizations vehicle maintenance program.
- Manage set up and breakdown for special events.



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- Arrange for donation pickups as requested.
- Assist staff with moving of heavy items as requested.
- Oversee and maintain organization's warehouse, and maintain work area and tools. Organize inventories. Transfer and maintain storage items and spaces.
- Monitor budget allocations, expenditures, fund balances and related financial activities as it relates to PHS facilities and equipment. Purchase items and keep maintenance and janitorial supplies stocked.
- Research new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and proper maintenance of organization.
- Maintain records and inventories of equipment and supplies.
- Assist as needed with construction of new projects.
- Attend organizational meetings as required.
- Perform other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

- Must interact positively with supervisor, management, coworkers, volunteers, and the public to promote a team effort and maintain a positive and professional approach.
- Must come to work regularly and on time, follow directions, take criticism, get along with coworkers and supervisors, treat coworkers, supervisory staff, members and guests with respect, courtesy, and refrain from abusive, insubordinate and/or violent behavior.
- Must be able to work independently with minimal supervision.
- Must have valid driver's license with a satisfactory driving record.

SKILLS AND QUALIFICATIONS

- Knowledge of electrical, plumbing and flooring maintenance.
- A minimum of 2 years maintenance or janitorial experience.
- High school diploma (or GED/proficiency certificate).
- Prior experience with construction or handiwork desired.
- Ability to follow both oral and written directions.
- Possession of a valid Class C California Driver's License at the time of appointment and as condition of continued employment.
- Must be able to communicate with the public, demonstrate safe work habits for self, the animals and others.
- Possess the physical ability to lift and carry up to 50 lbs. with the occasional need to lift 100 lbs.
- Stay standing during entire shift.
- Work in and out of shelter requires: lifting, bending, stooping, pushing and other strenuous activity.



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WORK SCHEDULE

- Must come to work regularly and on time. Must be available for early hours. Must be able to work early hours according to the needs of the department schedule, including weekends and holidays.

WORKING CONDITIONS

- Fast-paced environment. Employees are exposed to numerous animals (live and deceased), including those with uncertain dispositions. They are required to act in a safe and responsible manner.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The Pasadena Humane Society and SPCA is an Equal Opportunity Employer. It is our policy not to engage in discrimination against any individual, or harassment of any person seeking employment with our organization on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, genetic information or status as a covered veteran including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws. Federal law requires proof of citizenship or "alien right-to-work" status. PHS maintains a drug-free workplace and performs pre-employment substance abuse testing.