

Nevada Humane Society Job Description

Job Title: Maintenance Supervisor
Department: Maintenance
Reports to: COO
FLSA Status: Non-Exempt

Position Description

The Maintenance Supervisor will be responsible for completing and overseeing indoor/outdoor maintenance tasks to ensure a healthy safe and pleasant environment for the animals, employees and the public. Responsible for coordinating and completing errands, ordering shelter supplies, picking up large orders of supplies and donated goods, facility repairs, getting company vehicles serviced, assisting with special events, organizing the storage areas and inventory control.

Essential Job Functions:

- Driving company vehicles to pick up and deliver items, including donated items and helping with events.
- Loading, unloading, and stocking supplies.
- Following up on tasks and pick-ups/deliveries, seeing projects through to completion.
- Ordering supplies for the shelter.
- Ensuring adequate levels of stock in the store room.
- Organizing storage areas and maintaining inventory control and stock rotation.
- Fleet maintenance and vehicle registrations.
- Performing routine maintenance tasks as well as repairs in the Reno & Carson City shelters.
- Cleaning of animal and public areas throughout the day.
- Maintaining accurate records and providing timely information about donations to ensure that appropriate acknowledgement of donors.
- Promoting a humane and caring attitude toward all animals.
- Treating all animals humanely, properly, and with compassion at all times, regardless of the situation or circumstance.
- Maintaining a friendly demeanor and providing good customer service.
- Working courteously and cooperatively with other staff members.

Knowledge, Skills, and Abilities:

- Good interpersonal, communication, customer service, and time management skills essential.
- Affection for animals, concern for their welfare, and a willingness to accommodate animals in the work place.
- Ability and initiative, working with minimal supervision and direction.
- Responsiveness, completing tasks in a timely, efficient manner.
- Maturity, good judgment and a professional personal appearance.
- Ability to read, write and understand English required.
- Treat people and animals with respect; contribute to effective teamwork; and, foster public relations beneficial to the shelter and its programs.

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.

Physical Requirements:

- Physical ability to stand, walk, bend, kneel, stoop, crouch, crawl, and climb all day.
- Physical ability to engage in repetitive motions of legs, arms, and hands, to hear, to see, to move animals and goods.
- Physical ability carry up to 50 pounds regularly throughout a normal workday required
- Allergic conditions, which would be aggravated when handling or working with animals, may be a disqualification.
- Working conditions include working alone, working outside in varying weather conditions, frequent interruptions, and some evenings.

Minimum Qualifications:

Education:

- High school graduation, or GED equivalent required

Experience:

- 3-5 years of relevant building maintenance experience required.
- Supervisory experience preferred but not required

Licenses:

- Valid CA or NV Driver’s license and ability to pass Nevada Humane Society Motor Vehicle Report criteria.
- License to drive & operate a forklift is required.

Availability: NHS is open seven days a week, as animals need daily care.
Availability and a willingness to work a flexible schedule are a plus.

**We want to make employees aware that from time to time we euthanize animals who are sick or injured. Also, from time to time we need to end the life of a dog who has displayed aggressive tendencies and who poses a risk to public safety or to the safety of other animals.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____