



Facilities and Maintenance Supervisor (LOVELAND, CO Location)

Job Title:	Facilities and Maintenance Supervisor
Department:	Shelter – 02-00
Job Classification:	Regular Full-Time, Hourly, Non-Exempt
Job Relationships:	Reports to the Facilities and Maintenance Manager. Supervises Custodian, assigned personnel, vendors, contractors and volunteers.

The Facilities and Maintenance Supervisor assists the Facilities and Maintenance Manager in ensuring proper operation and/or maintenance of the Organization’s building(s), equipment, systems and grounds (facilities). This is a working supervisory position. Ensures maintenance and facilities requests and needs are completed with vendors, and contractors. Completes tasks related to janitorial, electrical, HVAC, landscaping, building security and property management. Performs designated facility and maintenance tasks and coordinates building safety and other building processes. Schedule is 40 hours per week, generally Sunday through Thursday 8am to 5pm, with weekend, evening and emergency response hours as required. Flexibility required as is overtime, as needed. Will travel to and provide coverage at other campuses and worksites, as required.

Essential Duties/Responsibilities:

- Ensures maintenance and facility ticket requests are responded to quickly and efficiently using good customer service, communication and computer skills
- Supervises assigned personnel and volunteers providing guidance, training and evaluation
- Schedules, coordinates and ensures oversight of the work of maintenance contractors and vendors and serves as their primary service contact (janitorial, electrical, floor mats, landscaping, fire safety services, property management, etc.)
- Monitors security, fire, lighting, HVAC and electrical control panels for assigned buildings and takes action as needed
- In accordance with provided training, completes basic preventative maintenance and repair activities for assigned systems and tools
- Responsible for creation/deletion of confidential building access credentials and key assignments
- Maintains electronic documentation of facility systems and features, maintenance schedules, trouble-shooting and safety requirements for assigned buildings
- Oversees the general inspection of site buildings, parking lots and equipment for unsafe or malfunctioning conditions on a routine basis and takes corrective action as needed
- Ensures maintenance tools and equipment are in safe, clean and good working condition and compliant with all applicable OSHA regulations
- Observes all OSHA requirements and established safety practices personally and ensures compliance by maintenance staff, contractors, vendors and volunteers
- Oversees assigned facilities’ maintenance contracts., if applicable
- Performs landscaping, snow removal and more as needed
- Performs light carpentry, painting, plumbing, electrical, HVAC and other general maintenance and repair duties
- Maintains applicable supply inventories
- Monitors facility environment in terms of people and animal needs and makes recommendations when appropriate
- Ensures maintenance of assigned vehicles
- Ensures new maintenance-related chemicals are submitted for addition to the automated SDS service
- Responds quickly to facility emergency situations

- Inspects standby building generator and ensures its operation and preventative maintenance
- Drives on behalf of the Organization as needed
- Provides backup for other Organization locations and in the absence of the Facilities and Maintenance Manager or the Facilities and Maintenance Supervisor at our other locations.
- Participates effectively as a team member through communication, cooperation, information sharing and problem solving
- Serves as a role model for professionalism, our Standards of Professional Conduct and effective client service
- Meets attendance and punctuality expectations

Other Duties/Responsibilities:

- May evaluate facility recycling and sustainability practices and makes recommendations
- Participates in Annual Planning and budgeting as well as vendor and supplier selection and review
- Ensures compliance with structural use rules for the facility (picture hanging, etc.)
- Participates in meetings and on committees as assigned
- Other duties as assigned

Job Qualifications:

Education/Experience: Associate's degree in applicable field of study or professional work equivalent required; Applicable technical certifications a plus. A minimum of 2 years of experience in an applicable role in a comparable commercial building; Project management experience required. Experience providing oversight and supervision of employees or volunteers required. Experience with radiant floor heating systems and commercial cooling systems a plus. Hands-on, basic building maintenance and repair experience required. Experience with electronic control panels for security, lighting, HVAC and electrical a plus. Bilingual English/Spanish reading, writing, understanding and speaking a plus and includes a wage premium.

Knowledge, Skills and Abilities: Knowledge of maintenance tools and equipment and grounds keeping. Knowledge of basic carpentry, painting, plumbing, HVAC, lighting and electrical and mechanical theories. Knowledge of maintenance safety requirements and programs. Knowledge of commercial building fire sprinkler and suppression systems a plus. Knowledge of applicable OSHA requirements. General maintenance and repair skills including light carpentry, simple drywall repair and painting, general mechanical and plumbing. Ability to identify basic landscape issues and create and implement applicable plans. Excellent communication and solid computer skills, including intermediate Excel and Word skills, required. Able to work independently and on a team, problem-solve quickly, proactively initiate projects and complete tasks in a timely manner. Able to establish and maintain organized work and storage areas. Able to work a flexible schedule as required and able to work around animals. Effective and appropriate customer service and interpersonal skills are essential. Emotional intelligence, work ethics and integrity skills are required. Able to use good judgment and the Organization's resources effectively and responsibly. Able to read, interpret and work with schematics, blueprints and sketches. Skilled in operating and maintaining basic power and hand tools as well as grounds keeping equipment. Ability to see distance and space relationships, to see peripherally and to distinguish and identify different colors. Eye/hand/foot coordination to perform duties. Hearing and speaking abilities required for safe interaction with animals and people. Ability to use hands, fingers and sight to complete precise tasks. Ability to adhere to confidentiality expectations.

Other: Must be 21 years of age for insurance purposes. Must maintain valid Colorado Driver's License and have Colorado compliant vehicle insurance; must have and maintain an insurable driving record.

Working Conditions and Physical Activities:

Work is performed in multiple areas including internal and external animal areas, office areas, storage areas, outdoors and more. Potential for exposure to all weather conditions. Potential for being outside for up to 8 hours or more per day. Potential for working in small and/or confined areas such as crawl spaces, in wet areas and at heights on ladders and lifts and roof areas. Potential for exposure to zoonotic diseases and cleaning and groundskeeping chemicals and potential for exposure to dangerous and fractious animals. Exposure to high noise levels when in kennel areas. Exposure to hay, grass, dust, dirt. Physical activities include the potential for standing on feet for 8 or more hours a day; driving a vehicle, including a truck or van; kneeling, squatting, crouching and bending; working on hands and knees; working with hands and fingers and performing repetitive motions; climbing

stairs, ladders, working at heights; listening and speaking; reaching, pulling, pushing; using power, hand tools, safety and landscaping equipment. Frequent lifting and carrying of up to 50 pounds unassisted and heavier amounts with assistance. Additional equipment includes UTV/plow, mower, floor surface scrubber, spreader, weed-wacker, sprayer, hand tools and more.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. NOCO Humane conducts background checks, DMV checks and requires drug testing of all employment candidates. We are an Equal Opportunity Employer. Benefits for full-time employees include options for medical and life, dental, vision and supplemental accident insurance; STD/LTD insurance; a matching 403b plan; paid time off (PTO) accrual; 9 paid holidays and more.