

Facility Specialist

Part-Time, Non-Exempt Hourly Position
Reports to Director of Finance and Administration

Position Summary

The Facility Specialist is a part-time (16 hours per week) position, responsible for overseeing PARL's facility at 34 Elbow Street, working closely with the Operations Manager, Executive Director, and members of the Building Committee of the Board of Trustees to achieve building/maintenance objectives.

Key Job Responsibilities

- Repair, maintain, and monitor all equipment and amenities on interior and exterior of building
- Maintain exterior property including some snow removal on walkways/entryways, general landscaping/leaf clean up, etc.
- Paint and refurbish areas around building as needed
- Regular cleaning of common areas (restrooms, kitchen et.) including sweeping, mopping, vacuuming, disinfecting, and dusting.
- Move boxes, furniture, etc. as requested to other areas of the building when needed
- Supervise vendors for specific repair/maintenance activities (snow removal, HVAC, electricians etc.)
- Other duties as requested by management

Required Attributes and Skills

- High school education or equivalent
- Previous experience in facilities maintenance, janitorial work, and home improvement
- Basic understanding of electrical, plumbing, and carpentry work
- Ability to work with minimal supervision
- Must demonstrate strong communication and interpersonal skills, customer service oriented
- Must be organized, detail oriented, self-motivated, and able to multi-task
- Must be at least 18 years of age and have valid driver's license. Must be able to safely drive the organization's cargo van
- Practices humane and compassionate treatment of animals and people at all times

Working Conditions

Work is performed in an animal shelter that operates seven days per week with exposure to animals, including some with questionable health and temperament concerns. Work conditions include exposure to high noise levels, zoonotic diseases, cleaning agents, and allergens such as hay and peanut butter. The person in this position needs to regularly move about the shelter. Regularly operates a computer and other office equipment (i.e. calculator, copier, and printer). Must be able to push up to 100 pounds and carry up to 50 pounds regularly throughout a normal workday. Working conditions include working outside in varying weather conditions, and frequent interruptions.

Availability

This is a part-time, non-exempt hourly position offering 16 hours per week. Schedule is flexible and includes ability to respond to building emergencies at PARL on an on-call basis.



Benefits and Salary

- Hourly range: \$16-\$18/hour
- Sick time accrued at 1 hour per every 35 hours worked.
- Medications, food, and supplies for any of your animals can be purchased from PARL's vendors at cost.

To Apply: Send cover letter and resume to Bob Nolan, bnolan@parl.org

Equal Employment Opportunity

The Providence Animal Rescue League provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, military status, or any other category protected by federal, state, and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Posted 6/7/21
Position open until filled