



[www.greenwoodwildlife.org](http://www.greenwoodwildlife.org)

PO Box 18987 Boulder CO 80308

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## **Job Description: Maintenance Worker**

**Position Duties:** Responsible for maintaining the facility and grounds, including mechanical and electrical systems, ongoing replacement and repairs of equipment and caging. 40-hour week one week per month.

**Reports to:** Animal Care Supervisor and Administrative Assistant

**Pay:** Dependent on experience

### **Duties:**

- Keep records of annual and seasonal maintenance of heating and cooling systems, water heaters, and safety equipment. Change filters on furnaces. Maintain A/C compressors with periodic cleaning.
- Assure that grounds and premise are kept clean, organized, and in working order including the onsite barn.
- Assist with storage of seasonal equipment and caging.
- Make repairs as needed to the facility, equipment, and caging including light plumbing, painting, winterizing of lawn mowers, weed trimmers, etc.
- Assist with raccoon cage winterization and spring set-up, including flaming of cages.
- At the direction of administration staff, purchase supplies needed for maintenance and repair of the facility and caging.
- Other tasks as need.

**Experience:** Previous work including light carpentry, minor home repairs, and maintenance. Property management experience a plus.

Must have valid Driver's License.

**Greenwood is the largest wildlife rehabilitation center caring for orphaned, injured, and sick mammals, waterfowl, and songbirds on the Colorado Front Range. We treat more than 3,100 animals per year and are located near Lyons. We also provide education to 7,200 youth and adults regarding living humanely with wildlife.**