



## Greenwood Wildlife Rehabilitation Center Maintenance Worker Job Description

**Job Title:** Maintenance Worker

**Department:** Administration

**Classification:** Part-time, year-round, flexible/on-call, hourly, non-exempt

**Job Relationships:** Reports to the Mammal Care & Facility Coordinator (or Animal Care Supervisor (ACS) and Executive Director if needed). Works with other departments as needed to meet the organization's facility maintenance needs.

**Position Summary:** Responsible for maintaining the facility and grounds, including mechanical and electrical systems, ongoing replacement, and repairs of equipment, appliances and caging.

### **Essential Duties and Responsibilities:**

- Performs maintenance and needed repairs to the facility, equipment, appliances and animal enclosures/caging, including: carpentry, lighting, plumbing, painting, etc.
- Assists with storage of seasonal caging and equipment, including winterizing lawnmowers, weed trimmers, etc.
- Assists with animal enclosures set-up and winterization, including flaming of cages.
- Assures that Greenwood's grounds and premises are kept clean and organized, including the barn.
- Assists with gardening & landscaping as needed.
- Mows and trims weed/shrubbery/bushes around the Center and cleans out planting beds. Keeps the area around the Center clean, including gutters as required.
- Sets up the sprinkler system in the spring, winterizes in the fall and provides maintenance to it if needed.
- Keeps records of annual and seasonal maintenance of heating and cooling systems, water heaters, and safety equipment. (For example: Changes filter on furnaces and maintains A/C compressors with periodic cleaning.)
- Supports coordinators and ACS in overseeing extensive facility/construction projects, volunteer groups, and community service workers when needed.
- Takes inventory and purchases supplies for facility/caging repairs and maintenance when requested by coordinators/ACS.
- Supports coordinators/ACS in scheduling repairs for facility equipment.

### **Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Required Qualifications**

- Previous experience and/or training in carpentry, electrical work, mechanical work, general maintenance/repairs, facility equipment operation, gardening, and/or landscaping.
- Property management experience preferred.
- Must possess a valid driver's license.



**Knowledge, Skills, and Abilities**

Able to follow instructions and to work safely around people and animals. Skilled at basic maintenance and repairs. General knowledge of safety and PPE. Effective verbal and written communication skills. Ability to multitask, prioritize, show initiative, work independently and conscientiously with outstanding attention to detail. Ability to work professionally and collaboratively with others.

**Working Conditions**

Work is mainly performed outdoors, in a wildlife rehabilitation center, and other facilities (barn, outdoor animal enclosures, etc.). The employee will be exposed to outdoor weather conditions and various mechanical/electrical equipment and tools. Potential exposure to cleaning agents, wild animals, and zoonotic diseases. Duties of the job require frequent standing, walking, bending, climbing, kneeling, crouching, reaching, crawling, and lifting/moving up to 50 lbs.

**Schedule**

Variable schedule; 5-10 hours per week from mid-April to end of September and 0-3 hours per week from October to mid-April. Holidays, weekends, and evenings may be required to ensure emergency repairs/maintenance work.

**Compensation**

Based on experience and qualifications. \$17.00 - \$20.00/hr. for general maintenance, \$19.00 - \$22.00/hr. for emergencies.

**How to Apply:**

Electronic submissions only: [amandamanoa@greenwoodwildlife.org](mailto:amandamanoa@greenwoodwildlife.org)

Subject line: Maintenance Worker – [Your Name]

Please submit a PDF resume describing your relevant experience and why you are a good fit for this position. Qualified applicants will be contacted directly to schedule an interview.

**Application deadline:** Open until filled

*Must be legally authorized to work in the United States*

***Greenwood Wildlife Rehabilitation Center does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.***

