

Greenwood Wildlife Rehabilitation Center

Maintenance Worker Job Description

Job Title: Maintenance Worker

Department: Administration

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

Job Relationships: Reports to the Mammal Care & Facility Coordinator. Works closely with the Executive Director, Operations & Program Manager, Animal Care Supervisor (ACS), and other departments 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 and caging.

Essential Duties and Responsibilities:

- Performs maintenance and needed repairs to the facility, equipment, 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 clean out planting beds. Keeps the area around the Center clean, including gutters as required.
- Gets sprinkler system functional in the spring and winterized in the fall.
- Keeps records of annual and seasonal maintenance of heating and cooling systems, water heaters, and safety equipment. Changes filter on furnaces and maintains A/C compressors with periodic cleaning.
- Supports OPM, ACA and ACS in overseeing extensive facility/construction projects, volunteer groups, and community service workers.
- Takes inventory and purchases supplies for facility/caging repairs and maintenance when requested by ACA/ACS.
- Supports ACA/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 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, outside 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; 5-15 hours per week from April to September and 0-5 hours per week from October to March. 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 evening/emergencies.

Benefits available to full-time employees

Sick pay and retirement plan options with discretionary employer match.

How to Apply:

Electronic submissions only: Claudia@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.