	Humane Society of St. Thomas HSSTT believes that every company's most valuable asset is a skilled and motivated work force. Performance evaluations are conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss approaches for meeting goals. HSSTT is an Equal Opportunity Employer.		
Job Title:	**Facility Maintenance Technician**	**Department**	**Operations**
Reports To:	**Shelter Manager**	**Last Modified**	**4/7/25**

This position is responsible for the maintenance of the facility and systems. Tasks may include basic carpentry, mechanical and electric repairs, painting, grounds-keeping, oversight of facility systems, development of periodic inspection and servicing checklists, sourcing parts, coordinating contractors, and any other reasonable or related duties as assigned by the Shelter Manager. The candidate should be prepared for the occasional urgent repair situation after hours.

Key Responsibilities:

🛠 Facility Maintenance

- Conduct regular inspections of the shelter, thrift store, and grounds
- Perform light repairs in plumbing, electrical, carpentry, and general maintenance
- Patch walls, paint surfaces, replace light bulbs and filters
- Maintain proper ventilation and working conditions in kennels and offices

🐾 Shelter-Specific Maintenance

- Maintain and repair kennels, fencing, play yards, and other animal enclosures
- Ensure safety, cleanliness, and proper drainage throughout animal areas
- Assist with shelter events, including setup, breakdown, and facility prep
- Weekly checks:
    - Water levels- Cistern
    - Propane Levels: Crematorium & Dryer
- Generator- Diesel level checks as needed (based on outages)
- Solar System Inverter Checks-
- Water filter system - change as necessary
- HVAC system
- Crematorium maintenance
- Coordinate with contractors as needed
    - Electricians
    - Plumbers
    - Generator Whisperer
    - Vegetation crews
    - Others
- Work with vendors to get needed materials
- Direct volunteers
- General repairs- identify and repair or schedule with others to do
- Identify needed projects and help coordinate process to get going

🌿 Groundskeeping

- Mow lawns, trim plants, and maintain clean outdoor spaces
- Clear debris, animal waste, and ensure safe walking areas for visitors and staff

🔧 Tools & Equipment

- Maintain hand tools, power tools, and equipment (mowers, vacuums, etc.)
- Track inventory of maintenance supplies and restock as needed

⚠️ Safety & Compliance

- Ensure facilities meet basic safety standards (OSHA, shelter best practices)
- Respond to urgent maintenance issues (AC problems, leaks, etc.)
- Keep all walkways, entrances, and emergency exits clean and clear

---

Qualifications:

- Prior maintenance or handyman experience (shelter or nonprofit a plus)
- Basic knowledge of plumbing, electrical, and general repairs
- Ability to lift 50+ lbs and work in warm, humid conditions
- Valid driver's license preferred (especially for donation pick-ups)
- Comfortable working around animals and in a fast-paced environment
- Self-motivated with good time management and problem-solving skills

Minimum requirements

- High School education or equivalent
- A valid VI driver's license.

Abilities required

- Computer skills and the use of standard office equipment. Positive energy, professional demeanor a must. This position carries a lot of responsibility as it is the first contact that anyone has with the organization.

Knowledge and Skills Requirements:
A genuine and deep love for animals; good cognitive; public relations; good communication; teamwork; interpersonal; written; concise judgement and decision.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed

I acknowledge that I have received a copy of my job description and that my supervisor and I have discussed it.

Employee Comments:

_____

_____

_____

Employee Signature _____Title _____

Date _____