



Job Title: Maintenance/Janitorial
Department: Operations
Classification: Part time

Position Summary:

Grounds and facilities maintenance and janitorial functions in accordance with established policies and procedures. Maintenance will schedule and oversee contractor services as established by Executive Director. Maintenance, grounds management background is strongly preferred in this position. This is a part time position, 10 to 20 hours a week, mornings Monday through Friday.

Essential Job Functions:

Ensures proper maintenance of the shelter facilities, equipment and grounds.

- Perform cleaning activities such as dusting, mopping etc.
- Perform minor fixes such as repairing broken locks, filling gaps on walls etc.
- Check control panels and electrical wiring to identify issues
- Do garden/yard upkeep by mowing lawn, collecting trash etc.
- Conduct maintenance tasks such as replacing light bulbs
- Collaborate with workers and other professionals during renovations
- Other tasks as assigned by Executive Director

Requirements

- Basic knowledge of HVAC, plumbing and electrical systems
- Experience using hand and electrical tools
- Good communication and interpersonal skills

Job Location

Humane Society of the Black Hills
1820 E. St. Patrick Street

Working Conditions

Work is performed constantly in an animal shelter that operates seven days per week with exposure to animals, including some with questionable health and temperament concerns, high noise levels, zoonotic diseases, and cleaning agents. The person in this position needs to regularly move about the shelter and grounds. Occasionally positions self in a variety of areas and positions. Constantly communicates with clients, staff members and volunteers who have inquiries and must be able to exchange accurate information in these situations.