



Position Description

POSITION: Facility Operator
REPORTS TO: Sr. Manager, Animal Care
SUPERVISES: No Direct Reports

POSITION SUMMARY:

Under the direction of the Sr. Manager, Animal Care of The Humane Society of Kitchener Waterloo & Stratford Perth, the purpose of the Facility Operator position is to ensure the maintenance of the Centres, grounds, and equipment, adhering to The Humane Society's operational policies and procedures and promotes the mission statements and protocols that form part of animal welfare mandate of The Humane Society.

PRINCIPLE ACCOUNTABILITIES:

- Report damages and acts of vandalism.
- Maintain storage areas and equipment, materials and supplies in a safe and orderly manner in order to ensure the safety of staff and the public.
- Completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.
- Build and foster effective relationships with staff, volunteers, customers, partners, sponsors, community groups, etc.

POSITION REQUIREMENTS:

The following are general descriptions of some of the requirements necessary to carry out the duties and responsibilities of this position.

- High School Diploma or equivalent.
- Ability to provide and maintain a clean Motor Vehicle Drivers Abstract.
- Ability to provide and maintain a clean Police Clearance Certificate.
- Valid Class "G" drivers license.
- Physically fit; able to lift weights repetitively.
- Able to wear required personal and protective equipment.
- Strong sense of teamwork and collaboration, with the ability to foster the same amongst others.

- Interpersonal skills to deal with multiple and differing behaviors of the public or other contacts.
- Must treat animals humanely, with compassion and concern both on and off the job.
- Organizational skills in order to meet time demands and multiple duties.
- Able to work independently and as part of a team.
- Ability to function effectively under challenging circumstances; remains calm in situations of an emotional nature, resolves conflict and accepts direction.
- Expected to work extended hours as needed.
- Computer literacy – Microsoft Windows and Word, customized Humane Society programs and basic knowledge of typical office equipment.

CORE COMPETENCIES:

- Communication
- Commitment to Safety
- Project and Task Management
- Cooperation/Team Work
- Accountability and Dependability
- Results Orientated
- Job/Technical Knowledge, skill of position requirements

WORKING CONDITIONS:

- Able to attend after hours as needed for emergencies that may occur after regularly scheduled work hours.
- Must be able to work with a variety of materials used in animal care/control.
- Demonstrate regular and consistent attendance and punctuality.
- Work in both climate controlled temperature conditions and outside temperature conditions.
- Areas with strong odours and high noise levels in regards to barking and other animal noises.
- Exposure to animal bites, scratches, infections and infectious diseases.
- Risk of injury from slippery floors and working with toxic and corrosive cleaners.
- Required to expend physical effort for extended periods of time.

VALUES:

The employee must demonstrate the ability to work effectively with others (including co-workers, volunteers, customers and others) by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; and, addressing problems and issues constructively to find mutually acceptable and practical business solutions.

In addition to the duties listed above, the Centre expects the following of each Full and Part Time staff member: adhere to The Humane Society policies and procedures; works in a safe manner; acts as a role model within and outside the Centre; seeks out opportunities for

continuous professional development; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; consistently reports to work on time prepared to perform duties of the position; meets department productivity standards; participates in The Humane Society events as needed or required; and, completes other duties as assigned.

The above statements are not intended to be an all-inclusive list of the duties and responsibilities of the position. Rather, they are intended only to describe the general nature of the job.

I have received a copy of this job description. I understand the duties and am fully able to meet the requirements of this position.

Employee Signature

Date

Employee Name (Please Print)