



Facility Operator (Temporary Part Time)

Are you passionate about animal welfare and handy with tools? Do you dream of a job where every day is filled with purpose and adorable animals? The Humane Society of Kitchener Waterloo & Stratford Perth is on the lookout for a dynamic and dedicated Facility Operator to keep our centers running smoothly and safely.

What you will be doing:

- As a Facility Operator, you'll be the go-to person for maintaining our centers, grounds, and equipment. Your responsibilities will include:
- Completing daily, weekly, and monthly checklists for building equipment and maintenance procedures.
- Inspecting grounds, buildings, and equipment, and reporting any repairs, damage, or safety concerns.
- Responding to emergency maintenance requests.
- Keeping storage areas and equipment in a safe and orderly manner.
- Performing basic building maintenance tasks, such as minor repairs, installations, painting, and carpentry.
- Coordinating with vendors and contractors for services like plumbing, electrical, HVAC, and more.
- Building strong relationships with staff, volunteers, contractors, customers, and community groups.

What we are looking for:

- A high school diploma or equivalent.
- A valid Class "G" driver's license and a reliable vehicle (with occasional travel to Stratford).
- Ability to provide and maintain a clean Motor Vehicle Drivers Abstract and Police Clearance Certificate.
- Physical fitness to handle the job's demands, including lifting up-to 50 pounds.
- Strong customer service orientation and organizational skills.
- Knowledge and experience in building maintenance, mechanical, electrical, plumbing, HVAC, etc.
- Excellent problem-solving skills and attention to detail.
- Ability to work both independently and as part of a team.
- Interpersonal skills to handle diverse public interactions.
- Ability to remain calm and effective in challenging situations.
- Computer literacy, including Microsoft Office and the ability to learn customized programs.
- A compassionate approach to treating animals both on and off the job.

Working At the Humane Society:

- We are a growing team of animal lovers (whether they have fur, scales, shells or feathers!)
- We get things done at a fast pace, and love tackling new and exciting ideas
- We believe in empowering people – we want to empower you to do your job and watch you lead your team
- We do best when collaborating, and it's important that everyone's voice is heard

The Perks:

- Hourly wage of \$21.00 – \$25.00
- **Contract : until Oct 31, 2024 with possibility for extension**
- Flexible work schedule
- An environment always filled with adorable animals
- Bring your pet to work or enjoy the company of others' pets while you work!

If this role is calling your name, we look forward to hearing from you! Please submit your resume and cover letter to hr@kwsphumane.ca

The full job description is available at <https://kwsphumane.ca/careers>.

The Humane Society warmly welcomes applications from people of all backgrounds and groups. We are committed to a culture of inclusivity and collaboration that celebrates diverse perspectives and voices.

We thank all candidates for their applications; however only those selected for an interview will be contacted.