Position: Facility & Grounds Specialist  
Status: Exempt  
Reports to: Director of Finance & Administration  
Revision Date: 9/7/2020  

Summary:  
The Facility & Grounds Specialist is responsible for the day-to-day operation of all maintenance and housekeeping related activities ensuring that the physical aspects of the building and grounds meet the standards for cleanliness, appearance, safety, and overall functionality. This person is in charge of ongoing maintenance and works with outside contractors and direct reports to keep all equipment and structures in good working condition adhering to an expense budget. This position is designated as "Essential Personnel", which requires reporting to the job site during emergency situations, such as inclement weather, alarms, or other emergency situations.

Responsibilities:  

Grounds Management  
- Inspect the property at the start and end of each shift to monitor general condition and tidiness of the grounds.  
- Keep walkways, courtyard, breezeways, and dumpster areas clean and swept removing trash and debris from the grounds.  
- Prune bushes and trees, remove weeds, edge walkways, and give the grounds a manicured look.  
- Operate snow removal equipment and pet-friendly salt during the winter to keep all of the walkways and building entrances cleared and safe.  
- Maintain all dog walking trails with mulch, removing limbs and other hazards as necessary.  
- Ensure dog parks are clean and free of debris and weeds.

Facility Management  
- Inspect the building at the start and end of each shift to monitor cleanliness and functionality of all systems.  
- Perform regular maintenance and minor repairs as requested by staff and management.  
- Sort and put away donations throughout the day.  
- Ensure that all common areas are clean and disinfected on a daily basis.  
- Develop and maintain an inspection schedule for all contracted services.  
- Replace all air handler filters on a routine basis.  
- Keep all appliances in working order.
Miscellaneous

- Manage routine maintenance and cleanliness of all SPCA vehicles.
- Maintain an inventory of all supplies necessary for general maintenance, cleaning, and repairs.
- Communicate with supervisor when outside contractors need to be called in.
- Maintain a list of requested and completed repairs in addition to any expenditures.
- Run errands and pick up various supply orders.
- Respond to all fire/smoke/security alarms as needed.
- Direct assigned personnel.
- Perform all other tasks as directed.

Physical Requirements & Work Environment:

- Ability to stand, bend, squat, kneel, climb, crawl, and maneuver in and around all types of situations.
- Ability to lift and transport items weighing up to 100 pounds.
- Excellent hand-eye coordination with the ability to grasp and assemble objects.
- Excellent vision and hearing.
- The ability to work outdoors in differing climates and weather conditions.
- Exposure to disinfectant solutions and chemicals.
- Consistently exposed to animals, animal allergens, and zoonotic diseases under conditions with limited alternatives available.
- Daily hours and days of the week may vary according to the needs of the organization. May require evening, holiday and weekend work hours.

Required Skills / Experience:

- High school diploma or GED required.
- Valid Virginia Driver’s License required.
- Knowledge of and ability to perform basic tasks in many commercial and residential trades including landscaping, carpentry, plumbing, electrical, painting, mechanical knowledge, safe power tool use, etc.
- Ability to operate gasoline, diesel or electric-powered machinery or shop equipment.
- Ability to understand and carry out oral and written instructions.
- Must be a highly motivated self-starter with strong attention to detail and the ability to work in fast paced environment.
- Clear and effective communication skills, both verbal and written.
- Must be a reliable and trusted worker who is able to perform routine tasks without supervision.
- Must be comfortable safely driving all SPCA transport vans and Compassionate Care-A-Van, abiding by all traffic laws.
- Ability to actively problem solve and seek answers independently.
- Must be a team player with a professional manner, have the ability to supervise other employees, and get along with a wide variety of people.