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## Facilities Coordinator

**Schedule:** This is a full-time, year-round position that follows a flexible schedule determined at time of hiring and needs of the facility.

**Compensation:** Hourly, non-exempt position starting at \$20-\$25/hr, depending on experience.

### POSITION SUMMARY:

Lake Tahoe Wildlife Care (LTWC) is seeking a Facilities Coordinator who will play a pivotal role in ensuring the efficient operation and upkeep of our facilities. The primary responsibilities include coordinating and overseeing maintenance activities, managing schedules for routine inspections and repairs, and liaising with external vendors and internal teams. This position is responsible for maintaining accurate records of maintenance tasks, monitoring equipment performance, and promptly addressing issues to minimize downtime. Additionally, as a key point of contact, you will collaborate with various departments to prioritize maintenance needs, implement preventative measures, and contribute to the overall safety and functionality of the organization's physical assets. This position reports directly to the Executive Director and Senior Leadership.

### WHO WE ARE:

Lake Tahoe Wildlife Care, Inc. (LTWC) is a 501(c)(3) tax-exempt organization whose mission is to rescue, rehabilitate and release orphaned and injured wild birds and mammals. LTWC operates under permits issued by California Fish & Wildlife and the United States Department of the Interior Fish & Wildlife Service. Our 27-acre location includes multiple wildlife enclosures and a new multi-purpose administration and animal care hospital building.

### PRIMARY RESPONSIBILITIES:

#### ***Essential Functions and Responsibilities:***

- Implements site repairs and enhancements, including small carpentry jobs, finish work, minor plumbing and electrical, landscaping, and other facility repairs.
- Responds to facilities-related requests and can prioritize and complete tasks in collaboration with the Facilities Committee.
- Creates schedules for routine maintenance, including preparing facilities for winter and summer.
- Provide essential snow removal services during winter months to keep operations running.
- Keeps building exteriors, grounds, roadways, and walkways clean and neat.
- Recruits and manages volunteers and community service workers to help assist with maintenance work.
- Assists with the coordination of contractors for project development and repairs.
- Keeps track of expenses and works with the budgets set by the Facilities Committee.
- Purchases and picks up construction materials and drops off garbage at the transfer station as needed.

### REQUIRED QUALIFICATIONS AND COMPETENCIES:

- Solid understanding of construction and facility maintenance
- Skilled in the safe operation of power tools and equipment, including but not limited to saws, drills, snowblowers, and Bobcat skid steer tractors.

- Creative problem solver who takes initiative and can accomplish described tasks independently or with a small team.
- Energy, flexibility, and resilience with an ability to deal with difficult or unforeseen problems, remain calm, and not give up.
- Ability to work flexible hours to meet the program's needs, especially during winter months when snow removal is a top priority for this position.
- Driver's license, car insurance, and reliable transportation required
- Fluent in speaking and writing English
- Required Vaccinations: Covid-19 and tetanus
- Model the [IWRC Code of Ethics](#)
- Represent LTWC in a professional manner at all times and operate a company vehicle
- Ability to pass a background check

## PREFERRED QUALIFICATIONS

- Professional construction and project management experience desired
- Experience working in a non-profit setting and a background in animal care is desired
- Computer proficiency in MS Office, Excel, and Google Drive is preferred
- Ability to provide own tools if needed

## PHYSICAL QUALIFICATIONS

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. While performing the duties of this job, the employee must have the physical ability to:

- Requires extensive walking, often in snowy conditions; some sitting, stooping, and lifting; operating power tools and other power equipment
- Walk and/or stand on your feet throughout a normal active workday
- Engage in repetitive motions of legs, arms, and hands to hear and to see
- Lift and move animals or inanimate objects up to 50 pounds
- Withstand allergic conditions, which would be aggravated when handling or working around animals

LTWC will make reasonable accommodations for known disabilities as required by applicable law. All employees are required to observe the procedures contained in the LTWC Employee Manual.

To apply, submit your resume, cover letter, and contact information for three professional references to [info@ltwc.org](mailto:info@ltwc.org). Be sure to include "Facilities Maintenance Technician Job Posting" in the subject line. For questions, contact us at [info@ltwc.org](mailto:info@ltwc.org).

## HOW TO APPLY:

**Applications will be reviewed on a rolling basis**, with priority given to those submitted by March 10th, 2024. Please apply via our [online application form](#). Contact [info@ltwc.org](mailto:info@ltwc.org) with any questions.

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We encourage you to apply, even if you don't believe you meet every one of our qualifications described.*

**Equal Opportunity Employer:** We are an equal opportunity employer and value diversity in our organization. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status.