



## Job Description

**Position Title:** Maintenance Manager  
**Reports To:** Operations Manager  
**Supervisory Responsibility:** No  
**Part time:** 15-20 hours  
**Compensation:** Commensurate with experience

**Work Schedule:** The St. Croix Animal Welfare Center operates seven days per week, 365 days per year and is typically open to the public six days per week. The work schedule will vary based on the needs of the Center and will include evenings and weekends when necessary to meet the needs of the organization.

## Position Summary

The Maintenance Manager takes care of the three locations of the SCAWC: The Five Corners Community Clinic & Intake building, the Pet Place Adoption Center, and the Flea Market. Maintenance Manager responsibilities include taking care of regularly scheduled maintenance tasks, finding solutions and fixing maintenance issues that arise, and overseeing the upkeep of the grounds. This person must be well-organized, hard-working, and have good communication skills. This role requires a current driver's license, with a clean driving record.

## Key Responsibilities

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### Regularly Scheduled Maintenance Tasks:

- Create calendar of regularly scheduled maintenance tasks
- Check water supply at all locations
- Clean air conditioning air filters
- Maintain the generators at all locations
- Monitor fuel levels and order propane for the generators
- Schedule weekly runs to the landfill
- Assist in transporting items to the Flea Market and in disposing of unneeded items
- Arrange with exterminating company for the pest control requirements at each location
- Conduct hurricane preparedness operations in accordance with established plans
- Establish schedule for visiting each location throughout the week to perform any scheduled maintenance tasks and identify issues that need to be resolved
- Maintain a contact list of technicians (electricians, plumbers, air conditioner) to call upon when problems arise
- Meet twice weekly with Operations Manager and Administrative Manager to review maintenance tasks and associated costs
- Organize receipts and keep budget of expenditures
- Perform regular maintenance of grounds around 5 Corners and Pet Place

### Orders, Inventory, Errands:

- Pick up orders from Plaza East on a weekly basis as instructed by Operations Manager
- Identify and pick up items at stores such as Home Depot, Gallows Bay, and others to accomplish maintenance tasks
- Assist in assuring that storage area at the 5 Corners location is well organized

- Pick up requested cargo, packages, etc. at Paradise Freight, Flemings, or other freight companies

**Assist with Special Events:**

- Assist with set activities required for special event (may include evenings and weekends)
- Assist with clean up and retrieval of items used at special events (may include evenings and weekends)

**Other Requirements:**

- No criminal convictions or injunctions at the local, state and/or national level which could demonstrate an inability to carry out the agency's mission or programs.
- Upholds the ethical standards of the agency.
- Follows policies and procedures of the agency.
- Must have reliable transportation.
- Must have reliable method of communication when working off-site.

**PHYSICAL DEMANDS:** This position often requires lifting and carrying materials and animals weighing up to 50 lbs. May require lifting heavy materials and/or performing overhead work when making repairs/updates to the SCAWC facilities. Walking and/or standing for long periods and working in a bent position are common. May be required to use strength and agility in capturing and restraining active animals.

**WORK ENVIRONMENT:** The work environment characteristics can be stressful, is fast-paced and requires alertness and flexibility. The noise level can accelerate to moderate and high levels.

**TO APPLY:** Please send cover letter, resume, and three professional references to [administration@stcroixawc.org](mailto:administration@stcroixawc.org) or deliver in person to our 5 Corners Shelter/Clinic location, 1C-1D La Grande Princesse. For more information visit [www.StCroixAWC.org](http://www.StCroixAWC.org).