



Inland Valley
Humane Society
& S.P.C.A.
A home away from home.

Maintenance Manager

We are growing and need support for our current facilities/campus as we prepare to open a new state of the art medical facility. As Maintenance Manager you will be responsible for managing all installation, repair, and upkeep operations of our organization's facilities.

With a staff of highly recognized animal control and humane officers, Inland Valley Humane Society & S.P.C.A. (IVHS & SPCA) answers the call of thousands of animals in need every year. With our community outreach programs we educate the public on the humane treatment of animals including local wildlife, proper pet care and how to be a responsible pet owner. Equally important is IVHS & SPCA's commitment to provide affordable veterinary care with a mobile low-cost vaccination clinic, low-cost and no-cost spay and neuter programs, and micro-chipping for pets in our communities

Description

The Maintenance Manager is responsible for overseeing all installation, repair and upkeep operations of IVHS & SPCA facilities. Maintenance Managers ensure that their co-workers have the best physical resources available to complete their duties. Your duties will include maintaining machinery, planning repair activities, and developing maintenance procedures.

Responsibilities

Include but are not limited to:

- Manage relationships with contractors and service providers.
- Monitor equipment inventory and place orders when necessary.
- Monitor electrical and mechanical systems of facilities to ensure functionality.
- Plan and oversee all repair and installation activities.
- Maintain maintenance logs.
- Ensure that designated buildings and facilities are fit for purpose and to provide proactive support/solutions when required.
- Ensure compliance with health and safety.
- Track expenses and oversee the budget for maintenance.
- Create and implement maintenance procedures.

Education/Experience Required

- High School diploma or equivalent qualification
- A minimum of 5 years' experience in maintenance
- Good understanding of the technical features of plumbing, carpentry, and electrical systems.
- Strong knowledge of facilities machines and equipment.
- Excellent organizational and leadership abilities.
- Exceptional communication and interpersonal skills.

Preferred Qualifications

- Bachelor of Arts or Bachelor of Science from an accredited university or college.
- Basic plumbing and electrical knowledge preferred.

Knowledge and Abilities

- Excellent communication, conversing, and coaching skills to develop healthy relationships with the maintenance staff, contractors, and service providers.
- Ability to independently manage multiple high-priority projects simultaneously.
- Problem-solving skills are a requirement to make sure all issues are resolved quickly, thereby causing minimum stoppage in general operations.
- Time management skills are essential to make sure all maintenance tasks, activities, and schedules are met.
- Knowledge of reliability measures, techniques, and best practices are a bonus.
- Ability to manually conduct inspections and have a hands-on approach to maintenance management.
- Proficiency in computer skills, including managing databases, word processing, spreadsheets, and various management software.
- Ability to independently manage multiple high-priority project simultaneously.
- Ability to work a varied schedule, including weekends and evenings, as required.

Physical Demands/Work Environment

- Work is performed in a setting within an animal shelter facility. Regular exposure to animal shelter conditions: odors and airborne particles including animal fur.
- Occasionally lift, carry, and position heavy objects when moving supplies and assisting with special tasks.
- Typically stand, bend, stoop and crouch while working with staff. Regular movement about the campus to coordinate work.
- High levels of noise.

Supplemental Information

Only those candidates whose applications and resumes most clearly demonstrate the job-related experience, education, and training sought by Inland Valley Humane Society & S.P.C.A. shall be selected to move forward in the recruitment process. Placement in the position shall be contingent upon the successful completion of a reference check, prior employment check, Live Scan, and pre-employment medical exam including a drug test.

All qualified candidates are encouraged to apply; Inland Valley Humane Society & S.P.C.A. is an Equal Opportunity Employer.

Salary \$50,000 - \$60,000
Depends on Experience.