



ANDERSON HUMANE

Maintenance Technician

Job description

Anderson Humane is a one-of-a-kind, non-profit, animal welfare organization. We focus on creating and supporting mutually beneficial relationships between people and animals through adoption, veterinary care, community programs, and wildlife rescue and rehabilitation.

The Maintenance Technician supports the functionality, safety, and cleanliness of Anderson Humane's facilities, grounds, vehicles, and equipment at our South Elgin, Elburn, and St Charles locations. This role performs a variety of hands-on maintenance tasks and assists in logistics and operations to help ensure a safe, efficient, and Fear Free environment for animals, staff, volunteers, and visitors.

Reports to: IT & Facilities Manager

Job Type: Regular, Part-time, Hourly, Onsite

Duties and Responsibilities (to include, but not limited to)

- Perform routine maintenance and minor repairs on facilities, systems, equipment, and vehicles.
- Support upkeep of shelter buildings, grounds, and landscaping, including snow removal and lawn care.
- Assist with building inspections and ensure safety standards are maintained.
- Help with the setup and breakdown of events, office moves, and shelter activities.
- Coordinate repair needs, supply restocking, and project priorities with the IT & Facilities Manager.
- Assist with transporting supplies and animals using Fear Free handling techniques.
- Conduct basic facility inspections and report issues promptly.
- Ensure cleanliness and organization of storage, workshop, and facility maintenance areas.
- Engage in positive, and constructive relationships with the staff, volunteers, and visitors while also being objective and reasonable.
- Model professional behavior in stressful or high-emotion situations; asks appropriate questions in an effort to gather pertinent information.
- Respond to requests in a timely manner while being clear, concise, and helpful.
- Attend any events, meetings, and programs upon request.
- Perform other duties as assigned to support shelter operations

Work Environment

- Must be available to work a flexible schedule of afternoons Monday through Thursday and one weekend day, as well as non-standard hours and holidays when needed.
- Shared cubicle/office space possible.
- Willingness and ability to work with animals of all temperaments and species; to accommodate animals in the workplace.
- Exposure to high noise levels; potential exposure to zoonotic diseases, animal scratches and bites.
- A mix of indoor and outdoor projects with exposure to all weather conditions.
- Regularly active; including but not limited to walking, standing, bending, and lifting throughout your day.
- Ability to lift up to 50 pounds with assistance.

Candidate Requirements

Knowledge, Skills, and Abilities

- Fundamental understanding of general building systems and maintenance (HVAC, plumbing, electrical, etc.).
- Ability to safely use hand and power tools.
- High level of physical strength and stamina; must be able to lift and move heavy and awkward items.
- Project an outgoing, enthusiastic, and supportive representation of Anderson Humane at all times.

- Strong problem-solving; clear and concise communication skills.
- Ability to work independently and as part of a team; diffuses conflicts calmly and constructively.
- Willingness to work outdoors in various weather conditions.
- Valid driver's license and clean driving record.
- Genuine concern for the well-being of animals and willingness to follow Fear Free handling principles; sense of ease and comfort handling animals.
- Ability to remain calm and effective in a busy, high-paced environment.
- Effective time management skills; can multi-task and redirect efforts with minimal supervision when priorities change.
- Bilingual in Spanish is a plus.

Euthanasia Statement

Anderson Humane's staff and volunteers must understand and accept that, even though all reasonable accommodations are made to support the physical and emotional health of our animals, there are situations in which animals must be euthanized.