



Dane County Humane Society

Helping People Help Animals

5132 Voges Road • Madison, WI 53718

(608) 838-0413 • giveshelter.org

Job Title: Building & Grounds Technician

Reports to: Property Maintenance Manager

Scope of Position: Assist in maintaining buildings and grounds of Dane County Humane Society: a 29-acre campus consisting of the main shelter, various out-buildings and yards, and the Wildlife Center. Building maintenance and grounds keeping duties to be performed under the supervision of the Property Maintenance Manager with on-the-job training in the use of power tools and equipment and the maintenance and repair of mechanical fixtures and systems. This is a year-round part-time (24 hours per week) position. The time and duration of shifts is flexible, though this is primarily a daytime position.

Duties and Responsibilities: Ability and willingness to work indoors and outdoors and learn and implement the skills necessary to maintain, repair and assist with improvements to the campus buildings and grounds.

Year-Round Responsibilities

- Assist with and learn routine HVAC maintenance and repairs
- Assist with and learn routine plumbing, electrical and other mechanical fixture maintenance, repairs and cleaning
- Assist with and learn power equipment routine maintenance and repairs
- Janitorial duties as needed
- Cleaning and organization of storage and utility areas
- Run errands as needed and complete purchase orders for all purchases and services
- Maintain clean and well-kept campus grounds

Seasonal Responsibilities

- Shovel/salt/sand walkways and entry ways as needed
- Mowing, trimming and weed control
- Tree trimming and brush removal

- Maintain walking trails
- Groundskeeping and landscaping
- Building exterior and windows maintenance and cleaning

Other Responsibilities As Needed

- Hang signage/pictures
- Washer/dryer maintenance
- Replace light bulbs and ballasts
- Assist in unloading trucks
- Help prepare for major events
- Patch/paint
- Driveway and parking lot maintenance
- Maintain kennels and cages
- Other tasks as assigned

Preferred Qualifications/Requirements:

- Familiarity and/or skills with a variety of power and hand tools and general mechanical aptitude
- Must be able to lift 50+ pounds routinely
- Valid driver's license and good driving record
- Ability to work independently and with minimal supervision
- Good public relations and communication skills
- Good observational skills
- Acquire and possess a thorough understanding of and dedication to the philosophies of animal welfare

To Apply:

Please send an application to Sara Hoven, Accountant & Building Director, at shoven@giveshelter.org.

At Dane County Humane Society, we know our work of helping people help animals directly benefits from having a diverse and inclusive workforce. DCHS is proud to be an equal opportunity employer that strives to represent the community it serves by employing people with a variety of backgrounds, perspectives and skills. Diversity and inclusion are celebrated and embraced at Dane County Humane Society. We will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap or disability, ancestry, sexual orientation, gender identity or expression, marital status, arrest or conviction record, genetic information, veteran status or other class protected by applicable law. DCHS puts people first and we are happy to work with employees and applicants to remove barriers and put any necessary accommodations into practice.