



## Dane County Humane Society

*Helping People Help Animals*

5132 Voges Road • Madison, WI 53718

(608) 838-0413 • [giveshelter.org](http://giveshelter.org)

**Job Title:** Building & Grounds Assistant

**Reports to:** Property Maintenance Manager

**Hours:** Part-Time (20 hours per week)

**Pay Rate:** \$20/hour

**Scope of Position:** Responsible for maintenance of grounds, including mowing, trimming, snow removal and brush removal. Assist with indoor maintenance projects and tasks.

### Duties and Responsibilities:

- Mow lawn, dogyards and walking trails
- Trim along building and fencelines, and around trees and ornamentation
- Maintain dog trails
- Clean out gutters
- Driveway and parking lot maintenance
- Shovel, salt and sand sidewalks
- Water outdoor plants and trees as needed
- Trim bushes and trees
- Tree and brush removal
- Check and clean exhaust vents and return air grilles
- Clean and organize maintenance shed
- Assist in cleaning and organization of garage
- Assist in unloading trucks
- Help prepare for major events
- Patch and paint
- Pick up exterior trash
- Maintain accurate records
- Run errands as needed
- Other duties as assigned

### Qualifications/Requirements:

- Ability to follow directions
- Familiarity and/or skills with a variety of power and hand tools

- Ability to work independently and with minimal supervision
- Valid driver's license and good driving record.
- Must be able to lift 50+ pounds routinely
- Ability to keep records
- Ability to work varied hours as required to complete tasks.
- Good communication skills
- Good observational skills
- Acquire and possess a thorough understanding of and dedication to the philosophies of animal welfare

## To Apply:

To apply, please fill out our [online application](#), including your resume is optional.

## **Staff Equal Employment Opportunity Statement:**

**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.**