



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

Supervises: N/A

Hours: Full-Time (Part-Time applicants will be considered); occasional evening or weekend hours for emergencies

Pay Rate: \$20-\$24/hour based on experience

Scope of Position: Dane County Humane Society's 29-acre campus consists of the Main Shelter, Horse and Livestock Barn, Wildlife Center and Felines in Treatment Center. DCHS also has an off-campus Thrift Store. This position is responsible for assisting with the maintenance, upkeep and improvements of the grounds and buildings. The applicant must possess general mechanical skills and aptitude, be willing to work indoors and outdoors, and be able to perform manual labor. This is a full-time position (40 hours per week) with benefits. (Would consider part-time applications.)

Duties and Responsibilities:

General Duties

- Routine vehicle and power equipment maintenance
- Routine mechanical fixture maintenance and repair
- Routine HVAC maintenance
- Shoveling and salting walkways
- Mowing, trimming and weed control
- Janitorial duties as necessary

- Basic carpentry and handyman tasks
- Cleaning exhaust vents and return air grills
- Routine washer and dryer maintenance and cleaning
- Hanging signage and shelving
- Replacing light bulbs and ballasts
- Assist in unloading trucks
- Helping prepare for major events
- Painting
- Tree trimming, brush removal and landscaping
- Maintaining companion animal kennels and cages
- Responding to after-hours or off-day emergency situations on a rotational basis
- Cleaning and organization of storage and utility areas
- Acting as point of contact for contractors, emergency responders and service providers

Qualifications/Requirements:

- Experience in a maintenance role
- Strong understanding of general maintenance processes and methods
- Ability to work independently and with minimal supervision
- Ability to follow directions
- Ability to operate a forklift
- Familiarity and/or skills with a variety of power and hand tools
- Must be able to lift 50+ pounds routinely
- Must have a valid driver's license and good driving record
- Acquire and possess a thorough understanding of and dedication to the philosophies of animal welfare

To Apply:

To apply, please send resume to Sara Hoven (shoven@giveshelter.org), Accountant & Building Director. Recruitment ongoing until position is filled.

Dane County Humane Society is an Equal Opportunity Employer. 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, 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.

DCHS strives to be a welcoming, respectful and inclusive workplace. We know that working in animal welfare can be challenging at times, so DCHS and our staff make a concerted effort to support each other and have fun together. When you join our team, you'll regularly get the chance to participate in costume competitions (for you and your pets!), bake-offs, trivia nights, and even our volleyball team, the Humaniacs! Join the Wellness Committee and you can try your hand at helping to organize the events your colleagues enjoy. DCHS staff and leadership have also created a Diversity, Equity and Inclusion (DEI) Committee, open to all staff members, that is working to better serve our clients, volunteers, colleagues and all members of our community. Racism and intolerance have no place in our organization or in the more humane future we are building.

Full-time staff also enjoy a generous benefits package including health insurance, dental insurance, 403(B) plan, short-term and long-term disability insurance, and life insurance. Time off includes 2 weeks of vacation, 12 days of sick leave, and 8 paid floating holidays annually, plus 3 days of personal time after one year of employment. Part-time staff earn vacation time based on their average hours worked. We know pets are family too, so your sick leave can be used for veterinary appointments, and you'll receive discounts on adoption fees and dog training classes. All employees receive discounts on youth day and summer camps. Pet food, medication and animal supplies from DCHS vendors can be ordered for personal use at cost + 10% admin fee.