



Position: Sanctuary Handyperson
Reports to: Facilities Director

The Sanctuary Handyperson is responsible for assisting the Facilities Director with all the mechanical workings of the farm and its associated properties. Properties currently include: Pasado's 85 acre main site including animal and caregiver residence and Reiner Rd property including animal and caregiver residence.

Responsibilities: Reporting any problems, concerns or maintenance needs to the Facilities Director and assisting with the following:

- Maintenance and improvement of all properties including buildings, structures, fencing, pastures, equipment, and vehicles
- Assisting in maintenance of septic system, well, electrical, and any other issues.
- Start-to-finish project development of smaller projects as assigned.
- Involvement in coordination and/or completion of volunteer projects.

Other Responsibilities

Actively seek ways to lower costs of maintenance, working with direction from the Facilities Director. Notify Facilities Director of any safety concerns with animal care or facilities. Must be available for facility emergencies in the absence of Facilities Director.

Ability to trouble-shoot repair needs and make correct decisions. Attention to detail a must.

Minimum Qualifications:

- Basic knowledge of facilities operations including mechanical, electrical, carpentry and plumbing a must.
- Must be comfortable working in a fast paced and diverse environment, be a self-starter, able to prioritize effectively, possess strong organizational skills, strong written and oral communication skills, and be able to write legibly.
- Must have ability to understand and accurately follow directions.
- Must be detail oriented.
- Working knowledge of Microsoft Office and Word helpful.
- **People Skills:** Be able to work effectively and compassionately with all personality types; convey a positive and upbeat attitude; and demonstrate a calming influence during stressful situations (e.g. animal emergencies, etc); must be engaging and patient with volunteers.

- **Other requirements:** Need to be interested in animal welfare and be willing to perform a variety of daily physical tasks in all types of weather and conditions. A valid WA State driver's license is required.

Employment:

- **Hours of work:** As a Part-Time Temporary position, employees can expect to work 20-30 hrs per week.. Due to the nature of this position, extra hours may be requested especially in emergency or rescue situations— for which the employee will be compensated appropriately.

. **Please send cover letter and resume to DanF@pasadosafehaven.org**