

# Facilities Technician (Unpaid Volunteer Position)

## Etobicoke Humane Society (EHS)

**Reports to:** Facilities Manager

**Location:** On-site (Etobicoke, ON)

**Time Commitment:** Approximately 5-8 hours per week (flexible)

**Term:** Minimum 6-month commitment

## Overview

The Facilities Technician supports the day-to-day upkeep and functionality of the Etobicoke Humane Society's shelter. Working under the direction of the Facilities Manager, this role focuses on hands-on maintenance, minor repairs, inspections, and responding to facility-related needs to ensure a safe, clean, and welcoming environment for animals, volunteers, and visitors.

This volunteer role is ideal for someone who enjoys practical, hands-on work and takes pride in maintaining safe, well-functioning spaces.

## What You'll Do

### Hands-On Maintenance & Repairs

- Perform basic repairs and maintenance tasks (e.g., tightening fixtures, minor plumbing fixes, patching, painting, replacing hardware).
- Assist with upkeep of doors, storage areas, fencing, signage, and shelter infrastructure.
- Support seasonal or preventive maintenance activities as needed.

### Facility Support & Monitoring

- Conduct walkthroughs of the shelter to identify maintenance or safety concerns.
- Report issues promptly to the Facilities Manager and assist in troubleshooting where possible.
- Support response to urgent facility issues (e.g., leaks, temperature issues, equipment malfunction), as directed.

### Project & Contractor Support

- Assist the Facilities Manager during on-site contractor or vendor visits.
- Help prepare work areas, supervise tasks when requested, and confirm completion of assigned work.
- Support facility improvement projects and community volunteer days involving maintenance work.

### Safety & Organization

- Follow established safety procedures and use tools and equipment responsibly.
- Help maintain organized storage areas and ensure tools and supplies are stored properly.
- Support monthly facility checks and first aid station restocking as assigned.

### Collaboration & Communication

- Work closely with the Facilities Manager and other designated volunteers.
- Communicate clearly about completed work, issues encountered, and materials needed.
- Coordinate respectfully with Dog, Cat, and Office teams when working in shared spaces.

## Qualifications

- Experience or comfort with basic maintenance, repairs, or technical tasks.

- Familiarity with hand tools and basic safety practices.
- Strong attention to detail and a proactive mindset.
- Ability to follow instructions and work independently when assigned tasks.
- Reliable, punctual, and responsive to communication.
- Ability to lift, move, or handle equipment safely as needed.
- Access to email and comfort using digital tools for communication and task tracking.

### **Assets (Not Required)**

- Experience in trades, facilities, building maintenance, or technical environments.
- Basic knowledge of plumbing, electrical, HVAC, or mechanical systems.
- Experience volunteering in animal shelters or nonprofit environments.

### **Time Commitment**

- Approximately **4–6 hours per week**, flexible scheduling.
- Primarily on-site; timing coordinated with the Facilities Manager.
- Occasional availability for urgent or time-sensitive facility needs is an asset.

### **Why Volunteer With EHS?**

- Make a tangible, hands-on impact supporting animal welfare.
- Flexible scheduling with meaningful responsibilities.
- Work alongside a supportive, collaborative volunteer team.
- Gain experience in facilities operations within a nonprofit setting.

### **How to Apply (Please read carefully before submitting your application)**

- Please send your application documents in PDF format to the following email:  
hrcoordinator@etobicokehumanesociety.com
- Subject line: Application for Facilities Technician (Unpaid Volunteer) | Your Name
- Double-check your email for spelling, grammar, and attachments before sending.
- Final selection is subject to successful completion of professional reference checks.

### **Diversity Statement**

Etobicoke Humane Society (EHS) is committed to fostering an inclusive and accessible environment where employees feel valued and respected, and where every employee has the opportunity to realize their potential. As such, we welcome and encourage applicants who identify as racialized persons, Indigenous persons, persons with disabilities, and persons across the spectrum of sexual orientation and gender identities.

### **Accessibility Statement**

Etobicoke Humane Society (EHS) is committed to creating an inclusive environment where all team members and visitors feel like they belong. We seek applicants with a wide range of abilities and we provide an accessible candidate experience. If you need accommodation, please contact hrcoordinator@etobicokehumanesociety.com. All information received in relation to accommodation will be kept confidential.

We thank everyone for their interest in EHS, only those applicants that have been selected for an interview will be contacted.