

Primary Function: Supports all functions, services and administrative duties that directly or indirectly relate to, maintenance, fleet and facilities management.

Essential Duties & Responsibilities:

- Load and transport animals to the Pet Adoption Centers, media appearances, as available, and other events.
- Responsible for the proper, safe and humane care of animals in our possession
- Pick up and deliver food for the food donation program as authorized by supervisor
- Pick up miscellaneous donations from in kind donors
- Load and transport animals that need to be taken to VCA clinics or other veterinary facilities
- Maintain department vehicles in a clean and orderly manner, stocked with the necessary supplies
- Transport vehicles for scheduled maintenance
- Perform required vehicle inspections on a monthly basis
- Maintain accurate spreadsheet, documenting vehicle inspection information and scheduled maintenance
- Assist with transportation of animals and supplies to mobile adoption events.
- Transport supplies/monies/paychecks and other items for ALL departments as scheduled to and from all locations.
- Assist with logistical needs for airlifts i.e. assemble crates, etc
- Organize and maintain food storage areas
- Unload and store donated items after pick up
- After animal transports, crates must be cleaned and sterilized for the following day
- May be assigned to various shelter or maintenance work based on business necessity
- Other duties as assigned.

Job Related & Essential Qualifications:

- Possession of a valid and appropriate California Driver's License will be required prior to employment. License must be maintained in the course of employment. Must have excellent driving record and be insurable to drive company vehicle.
- Operate a vehicle observing legal and defensive driving practices
- Flexibility to adapt to differing support needs created by varying work styles
- Show maturity and good judgment; perform the job in a professional manner and work efficiently under pressure
- Execute projects with little or no supervision
- Manage multiple priorities
- Experience working with animals in a sheltering or commercial environment is desirable
- Experience with proper cleaning and sanitary methods in a sheltering environment is desirable
- Must be able to work comfortably and safely with all types of animals
- Ability to work well and communicate effectively with the public, fellow employees and volunteers
- Work different shifts, weekends and holidays as assigned

Knowledge of:

- Various breeds of dogs, cats and other domestic animals
- Various kinds of animal behavior
- Basic domestic animal care and safe, humane animal handling
- Usage of office equipment (computer, copier, fax machine, telephone, etc.)
- Usage of a fork lift, electric pallet jack and box truck

Physical demands:

- Requires the ability to stand, walk, run, sit and kneel, crouch or crawl and climb different levels of height.
- Perform works, which involves frequent lifting, carrying and/or pushing of 50 lb., and occasionally lift, push and/or move up to 75 lb. or more.
- While performing this job the employee is regularly required to use hands & fingers; handle or feel objects, tools or controls; reach with hands and arms; and talk and listen.
- Work with and restrain animals of all sizes.

Working Conditions:

- Dealing with possible unruly, vicious and dangerous animals
- Dealing with possible hostile public
- Ability to handle heavy and fast-paced workload
- Possible exposure to parasites and infectious diseases
- Must be willing to work irregular hours, shifts, weekends, holidays and standby
- Exposure to all types of weather conditions
- Ability to handle all types of driving conditions; Heavy traffic, heavy truck loads,
- The noise level in performing this job varies depending on the task being performed

Application Procedure:

Qualified candidates, please email resume to jobs@spcaLA.com.

Salary: \$14 - 15/hr This is a part-time non-exempt position.

Application Deadline: Open Until filled

Employment Location: This position works out of the Long Beach and Hawthorne locations