**Position:** Facilities Supervisor  
**Location:** Kendalia, TX  
**Website:** www.wildlife-rescue.org  
**Apply to:** WRRapplication@wildlife-rescue.org  
**Job Type:** Full-time

**History:** Established in 1977, Wildlife Rescue & Rehabilitation (WRR) receives over 10,000 wild animals per year for rehabilitation and release as well as providing permanent sanctuary for more than 600 resident non-releasable indigenous wildlife, non-native wildlife (large mammals, primates, reptiles and birds) and farmed animals. Wildlife Rescue is located on 212 acres in the beautiful Texas Hill Country, near Austin and San Antonio, Texas.

**Description:** The Facilities Supervisor’s role is responsible for overseeing both WRR properties in San Antonio and Kendalia, Texas including construction, repair, and preventative maintenance of all facilities and equipment. The Facilities Supervisor is responsible for ensuring that the grounds, buildings, and animal enclosures are kept in an attractive, safe and fully functioning condition. Additionally, this role is responsible for overseeing a team of Facilities Technicians.

**Primary Position Duties and Responsibilities:**

Primary areas of responsibility are to keep all equipment at both facilities in good working order and to make certain the grounds and buildings are in good condition.

- Regularly inspect all animal enclosures to identify and address any concerns re the integrity of all fencing, hotwires, or damage to materials
- Regularly inspect all buildings for damage and general maintenance issues. Perform necessary repairs at both facilities and take the necessary and prompt action in responding to all repair needs
- Repair and service all organization equipment and vehicles
- Coordinate and oversee any repair, service, maintenance, or construction that cannot be completed in-house or is deemed better suited to an outside vendor
- Maintain and regularly update the maintenance schedule for all equipment, property, and vehicles
- Purchase and monitor use of facility-related supplies. Ensure the efficient and safe use of all supplies by all staff members. Only purchase environmentally-friendly items with long life spans whenever possible
- Manage the Facilities department budget including tracking all expenditures and submitting purchase orders accordingly in a timely manner
- Respond to after-hours emergency and high-priority calls
- Assist in the construction of new or improved enclosures, buildings, and structures
- Perform routine landscape work: mowing, edging, trimming shrubs and/or trees as necessary
- Perform a variety of plumbing, electrical and carpentry maintenance functions
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties
• Conduct regular housing inspections of both onsite staff and apprentice housing in conjunction with the Director of Administration
• Facilitate regular housing maintenance and repairs
• Maintain leases for all onsite staff housing
• Participate in regularly scheduled Leadership and Animal Care Meetings
• Assist the Administrative and Development departments with annual WRR events
• Other duties as assigned

Requirements:
• Education: High School Diploma/GED, Trade School, or comparable skill set obtained through experience
• Experience: 3-4 years of facilities, general maintenance or construction experience. 3-4 years of Supervisory or Managerial experience
• Skills: Basic welding, electrical and carpentry skills preferred, ability to operate heavy-duty machinery, ability to work in a fast-paced environment, work efficiently as a team and independently. Familiarity with water lines, electrical lines and propane tanks preferred
• Attendance: Must maintain regular and acceptable attendance
• Must be able to frequently lift and/or move items over 50lbs
• Must be able to work in diverse weather conditions

Compensation:
$36,000 - $43,000 per year depending on experience, plus benefits (WRR will pay 55% of your monthly insurance premium) including paid vacation of 18 days per year and paid Holidays. Candidates selected for interview will be requested to provide references. Position open until filled.

Persons interested in applying for this position should send a cover letter & resume (email preferred):

Wildlife Rescue & Rehabilitation, Inc.
Attn: Diana Reyes, Chief Executive & Development Officer
P.O. Box 369 | Kendalia, TX 78027
Email: WRRapplication@wildlife-rescue.org
Phone: (830) 336-2725, ext. 315 | Fax: (830) 336-3733

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