



SEA LION
HOSPITAL
OPEN DAILY

MARINE MAMMAL CARE CENTER LOS ANGELES

Job Opening – April 5, 2019

Hospital Facility Maintenance Technician – Part Time

Reports to: Husbandry Manager

Job Overview: The MMCC Los Angeles (MMCCLA) Hospital Facility Maintenance Technician is a skilled, vital position that focuses on maintenance of the hospital building, equipment, and animal care enclosure areas to support safe access, housing and care for seal and sea lion patients, staff and volunteers. The role collaborates with the Husbandry Manager to ensure compliance with safety standards of National Marine Fisheries Service and the Los Angeles Unified School District.

Responsibilities & Duties:

1. Work closely with Preventive Maintenance Manager and Husbandry Manager to identify needs.
2. Communicate with:
 - A. LAUSD maintenance personnel when LAUSD services are offered or required
 - B. Maintenance vendors and service providers
 - C. Hospital Records personnel for bookkeeping and storage/retrieval of operating procedures
 - D. Executive Director as needed
3. Perform routine and preventative maintenance to ensure the building and water filtration / drainage systems are in good condition allowing machines and equipment to run smoothly, building systems to operate efficiently, and to prevent the physical condition of the building from deterioration. Possible areas of maintenance include but are not limited to:
 - A. Water Quality / Filtration
 - B. Mammal Enclosure repairs
 - C. Plumbing/Water Delivery
 - D. Laundry Appliances
 - E. Refrigeration Inspection
 - F. Backup Generator supervision
 - G. Awnings and Shade Cover Upkeep
 - H. Electrical, Lighting & Cable Internet
 - I. Drains & Sewage
 - J. Security/Fire Features
4. Help create / maintain written protocols and standard operating procedures for maintenance processes
5. Demonstrate a clear understanding of and support for MMCCLA's vision in the short and long-term
6. Operate a safe, clean and efficient work area in equipment/filtration/enclosure/operations areas
7. Be aware and follow relevant OSHA and NMFS safety rules and procedures
8. Maintain a responsive, open-line of communication with all levels of the organization
9. Complete work orders, project tasks and repairs in a timely manner
10. Control expenses, including being attentive to authorized expenditures

INJURED SEA LIONS DON'T HAVE HEALTH INSURANCE

Fundraising & Development

555 W. 5th St, 35th Floor, Los Angeles, CA 90013
development@marinemammalcare.org

MMCCLA.ORG

(310) 548-5677

A 501(c)(3) Tax Exempt
Organization EIN 47-5249182

Hospital & Visitors Center

3601 S. Gaffey #8, San Pedro, CA 90731
info@marinemammalcare.org

Responsibilities & Duties: (Continued)

11. Purchase needed materials using either prepaid cards (Home Depot, e.g.), or with permission from the Husbandry Manager and provide all receipts/invoices/work orders according to bookkeeping protocols
12. Obtain quotes as requested / needed for budget preparation
13. Account for completion of inspections of interior/exterior of the building and follow up on deficiencies
14. Maintain fire and life safety systems according to code to protect patients and staff
15. Submit weekly status report to Husbandry Manager; attend required staff meetings
16. Submit required human resources and payroll documents as needed

Skills Requirements:

1. Operations and maintenance experience required, 5 or more years, including relevant operational and safety certifications; plumbing, and use of variety of hand and power tools; HVAC and/or electrical experience preferred
2. Physical ability to climb ladders and stairs, lift and carry materials, and work outside in sunlight or inclement weather
3. Ability to troubleshoot to determine problems and potential solutions
4. Flexibility to adjust schedule as needed for emergency and scheduled site maintenance services
5. Strong organizational and project completion skills, oral/written communication skills, and timely attention to follow up
6. Seeks/completes appropriate training; receptive to feedback, willing to learn, and embrace continuous improvement
7. Computer Literate: MS Office, Acrobat, Excel
8. Strives for high customer satisfaction, going out of the way to be helpful and pleasant, making it as easy as possible on the customer rather than on MMCCCLA; balances listening and talking
9. Speaks/writes clearly and accurately in fluent English, positively influences others, keeps others informed; is helpful, respectful, approachable and team oriented, builds strong working relationships and a positive work environment.
10. Takes ownership of work, does what is needed without being asked; Ability to achieve a standard of excellence with expected work processes and outcomes.
11. Plans ahead, manages time well, is on time, cost conscious and tries to think of better ways to do things.
12. Honors all MMCCCLA policies and all regulatory requirements

Salary/Hours: Salary and hours negotiable. Must be available for periodic emergency calls, especially during March-June months when animal admissions are highest.

Drug-Free Environment / Background Check: All candidates who are selected for possible hiring must undergo a background check. MMCCCL is a drug-free and alcohol-free environment.

Application Procedure: Send resume and cover letter to hospital@marinemammalcare.org