

Head of Maintenance - Job description

About Animal Aid Unlimited

The mission of Animal Aid Unlimited is to rescue and treat the un-owned street animals of India who have become ill or injured, and through their rescue inspire a community to protect and defend the lives of all animals.

We operate one of India's most active rescue services, responding to more than 50 calls on our helpline every day and involving thousands of Udaipur residents in the process of rescuing street animals every year. Our hospital and sanctuary house a total of more than 600 animals (dogs, cows, donkeys, cats and other animals).

Job description

The Head of Maintenance is responsible for the general condition and infrastructure of the shelter: s/he coordinates and supervises all construction and repair work, including preventive maintenance, improvements and new constructions and provides expertise in plumbing, electrical, construction, fencing and all other relevant areas. The Head of Maintenance works with the Directors to understand the needs of all animals in the shelter and ensure safety of animals and staff are met in all weather and conditions.

Overview of duties

- Have the complete overview of the general conditions of the shelter at all time, including electrical system, plumbing system, gates, fences and all other relevant areas
- Monitor the general conditions of Animal Aid's vehicles and plan and oversee their maintenance
- Identify work/repairs/improvements needed, propose project and budget according to priority, seek competitive bids on materials and construction
- Supervise the works and ensure they are completed in line with the standard required within the time agreed
- Directly carry out smaller maintenance tasks/repairs as needed
- Develop maintenance schedules and enforce them
- Keep maintenance logs and report on all work and budget (expenditures)
- Perform administrative tasks related to maintenance as required
- Provide training and continuous development on all maintenance personnel

Current situation and future plans

Animal Aid is currently located on rented land (about 4 and ½ bighas). We are in the process of purchasing land which will be Animal Aid's permanent site. Once the purchase is complete, we will begin the construction of the brand-new hospital and shelter, which will be designed in line with the most updated international guidelines. The Head of Maintenance will manage this new construction project beginning from researching the most suitable models, visiting other shelters, and working with architects.

Skills and qualifications

Required

- Understanding and sharing Animal Aid's mission and vision
- English fluency
- Minimum 7 years of working experience in a similar role
- Excellent communication and organizational skills
- Knowledge of AutoCAD, Ms Office and Google Drive

Preferable

- Previous experience in an NGO and/or working/volunteering with animals
- Hindi fluency

Location

Udaipur, Rajasthan

**Type of employment**

Full time

Benefits

Competitive salary

Relocation, housing and transportation allowance

Six-day work a week 09:00-17:00

Annual holidays

Annual Salary Adjustment

Uniform

How to apply

Please apply online on our website by **30 June 2019**: <https://animalaidunlimited.org/about-us/careers/>

Short-listed candidates will be notified by email.