



THE WILDLIFE CENTER OF VIRGINIA

P.O. BOX 1557 • WAYNESBORO, VIRGINIA 22980 • 540-942-WILD • FAX 540-943-WILD

General Maintenance Worker

The Wildlife Center of Virginia, a non-profit wildlife hospital, is looking for a skilled and reliable handyperson to join our team. This position is responsible for a variety of maintenance tasks, including animal enclosure repairs, upkeep of enclosures and facilities, identifying needs for repairs, and responding to specific maintenance requests. This is a full-time, year-round position and will report directly to the Director of Administration.

Responsibilities

- Perform basic repairs of enclosures, including fixing perches, patching holes, replacing nails, replacing door latches.
- Repair basic plumbing, electrical, and safety systems.
- Clean off roofs and clear debris from around building, parking lot, and enclosures.
- Keep the area around the building and parking lot clean of leaves and debris.
- Help keep hallways, the lobby, library, and other areas seen by the public tidy and clean.
- Conduct performance assessments of the Center's appliances such as refrigerators, freezers, heat lamps, dishwashers, and others.
- Provide guidance and support on maintaining other equipment.
- Advise the department directors on needs for major maintenance repairs.
- Communicate with companies to coordinate repairs, replacements, and other maintenance.
- Keep the tools and supplies well organized.
- Seasonal maintenance of cages, grounds, perches, etc. Recognize and correct any maintenance or safety hazards when possible. Report problems to the Vice President for Administration.
- Other duties, responsibilities, and special projects, as requested.

Requirements

- Minimum of High-school Diploma or equivalent.
- At least two years of experience in a similar role.
- Experience in plumbing, basic carpentry, and basic electrical systems.
- Ability to work with power tools and power equipment.
- Demonstrated ability to handle diverse, competing tasks independently, efficiently, and accurately; flexibility is a must.
- Ability to organize, set goals, and meet deadlines;
- Attention to detail.
- Strong interpersonal and communication skills.
- Strong commitment to protection of wildlife and the environment.

- Ability to lift/carry equipment and animals up to 60 pounds.
- Proof of COVID vaccination and booster (if eligible).

Schedule

This position will work 40 hours per week, generally 9 a.m. to 5 p.m. five days per week with scheduling flexibility, with part-time options available.

Benefits

The Wildlife Center of Virginia offers:

- Health insurance
- Paid sick leave and vacation time
- Pension plan to qualifying full- and part-time employees

Materials

Interested? Send your résumé and cover letter, including salary expectations, to Angela Conrad at aconrad@wildlifecenter.org or mail to:

Wildlife Center of Virginia
% Angela Conrad
P.O. Box 1557
Waynesboro, VA 22980

No phone calls please. Center phone lines are best kept open for wildlife emergencies. Questions may be emailed to _aconrad@wildlifecenter.org .