

## Facilities manager

### About the organisation and department

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 (located in Badi, 10km from Udaipur) house a total of more than 600 animals (dogs, cows, donkeys, cats and other animals).

### Designation – Facilities manager

### General purpose of the role

The facilities manager 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 facilities manager works with the management to understand the needs of all animals in the shelter and ensure safety of animals and staff are met in all weather and conditions.

The facilities manager coordinates and supervises the work of two facilities assistants.

### Key area of responsibility

1. 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
2. Design solutions for shelter enhancement and development
3. Monitor the general conditions of Animal Aid's vehicles and plan and oversee their maintenance
4. Identify work/repairs/improvements needed, propose project and budget according to priority, seek competitive bids on materials and construction
5. Supervise the works and ensure they are completed in line with the standard required within the time agreed
6. Directly carry out smaller maintenance tasks/repairs as needed
7. Develop maintenance schedules and enforce them
8. Keep maintenance logs and report on all work and budget (expenditures)
9. Perform administrative tasks related to maintenance as required
10. Provide training and continuous development on all facilities personnel

### Current situation and future plans

Animal Aid is currently located on rented land (about 4 and ½ bighas). We recently purchased a large piece of land, which will be Animal Aid's permanent site. We will soon begin the construction of the brand-new hospital and shelter, which will be designed in line with the most updated international guidelines. The Facilities manager will manage this

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new construction project beginning from researching the most suitable models, visiting other shelters, and working with architects.

## Experience, education and skills

1. Degree in relevant area (engineering, architecture, etc)
2. Minimum 5 years of working experience in construction related positions (civil engineering, project management, architecture, maintenance, construction management, etc).
3. Knowledge of Ms Office and Google tools. Knowledge of AutoCAD is a big plus
4. Fluency in English. Fluency in Hindi is a big plus
5. Previous experience in animal shelter design / maintenance is a big plus
6. Previous experience with animals (volunteer, neighbourhood animals, pets, etc) is essential

## Personal attributes

1. Understanding and sharing Animal Aid's mission and vision
2. Resourcefulness, problem-solving and ability to think critically
3. Ability to enforce a timeline and anticipate all possible problems
4. Must be comfortable around animals

**Animal Aid**  
Charitable Trust

