

Position: Barnyard/Facility Manager

FT/Salaried/Exempt



Position manages the Peninsula SPCA's Barnyard Operations and Grounds Upkeep.

Summary: Responsible for the care, feeding, and enrichment of barnyard animals. Supervises volunteers and barnyard assistants. Ensures maintenance and upkeep of the shelter and grounds. Works closely with barnyard veterinarian to ensure the highest quality of care and medical attention is provided. Coordinates with Humane Education Manager to provide educational and engaging experiences for all visitors.

Duties: Barnyard/Animal Care

Daily review and assessment of all animals in the Barnyard

Clean, feed and medicate animals as is appropriate and ensure fresh water is available to them at all times

Assign and review work of Barnyard assistants and volunteers

Ensure Barnyard staff and volunteers are properly trained and practice proper work habits, safety policies, and use of equipment.

Perform cleaning, feeding and medicating animals as needed and assist shelter veterinarian with procedures required for Barnyard animals

Maintains feed and supply inventory, and ensures materials are ordered and stored in proper time and manner

Schedules and oversees birthday parties and other Barnyard Zoo events, as needed

Coordinates barnyard activities for school group visits, scout projects, and volunteer groups

Provides excellent customer service and educational experiences for all visitors

Grounds & Facility Maintenance

Ensures a pleasant, safe, and litter-free environment by performing ground maintenance duties for all facility grounds using equipment such as push mowers, weed eaters, and gas blowers, to mow and edge grassy areas and maintain clear walkways

Build, maintains, and/or repairs facility structures, including but not limited to, buildings, fencing, animal enclosures, and gates

Work with vendors and contractors for facility maintenance needs as appropriate

Other Areas As Needed

Collect shelter supplies and donations locally as requested

Assist in shelter kennel areas if needed

Assist with animal transports

Perform other duties as assigned

The Barnyard/Facility Manager is a salaried, overtime-exempt position working to meet PSPCA goals and objectives. Typically, the Barnyard/Facility Manager will be present for duty during normal shelter hours of operation and at other times as necessary to accomplish the essential functions of the job. This often includes evening and weekend work. Local travel, and occasional out-of-area travel, may be necessary to fulfill duties at other facilities.

Minimum Qualifications:

- Possess a high school diploma or equivalent
- Have animal care, husbandry, and/or farm experience
- Possess reliable means of transportation
- Possess a valid driver's license and proof of good driving record
- Able to humanely handle animals under various circumstances
- Able to work harmoniously with fellow employees
- Able to stand for prolonged periods of time
- Able to lift 50 pounds
- Able to bend and squat regularly
- Able to handle large animals
- Exhibit punctuality and is committed to regular attendance

Working

Conditions:

- Work performed indoors and outdoors **in all weather conditions**
- Must be able to work in dusty conditions with various materials including, hay, straw, wood shavings and more.
- Some exposure to unpleasant odors and noises
- Possible exposure to bites, scratches and animal waste
- Possible exposure to contagious diseases
- Possible exposure to caustic chemicals such as bleach, disinfectants

Physical

Demands:

- While performing the essential functions of this job, the employee is required to: Stand, walk, reach with hands and arms, talk and hear, sit, climb or balance, stoop, kneel, crawl, or crouch, lift 50 pounds.

Candidates should be at least 18 years old, possess a valid driver's license and clean driving record. The Peninsula SPCA is a drug-free workplace.

To apply: Complete an employment application online at www.peninsulaspca.org or in person at Peninsula SPCA, 523 J. Clyde Morris Boulevard, Newport News, VA 23601. Applications are available during regular operating hours, Monday through Saturday, 11 a.m. to 5 p.m.