



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Facilities Assistant (Nights & Weekends)** Pay Range: \$13.00-15.00
Leadership Level: Staff FLSA Status: Non-Exempt
Status: P/T Department: Facilities
Reports to: Senior Director of Facilities Revision Date: 8/16/2022

POSITION SUMMARY:

Under the direction of the Senior Director of Facilities, the facilities staff is responsible for the maintenance of assigned branch property, facilities, and/or vehicles.

ESSENTIAL FUNCTIONS:

- Ensures Y is attractive and clean by completing all duties listed on the daily schedule and maintains upkeep of assigned area and equipment
- Adhere to the company's safety policies to create a safe work environment for everyone
- Ensure that all safety and risk management procedures are followed and logs and records maintained
- Coordinate and schedule project work to be completed with minimal disruption in service to members
- Administer transportation policy and procedures relating to vehicles the drivers
- Conduct daily building audits to determine priorities and work to be completed; follow up with member concerns within 48 hours
- Applies paints, stains, surface preparatory materials, and undercoating materials to a variety of surfaces, as appropriate, and ensures compliance with hazardous materials guidelines
- Manage the maintenance and chemical/mechanical aspects of the pool to assure and local ordinances
- Maintain pool operator and pesticide applicator license
- Develop and manage preventative maintenance schedules for all branches under direct supervision for equipment, floors and surfaces
- Conduct daily evaluation of equipment and facilities in all areas
- Other duties as assigned

YMCA LEADERSHIP COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

- Must be at least 18 years old
- Valid driver's license
- Experience managing a large facility preferred
- Experience with electrical, HVAC, pool filtration and maintenance of grounds preferred
- Must possess oral, auditory and written communication skills appropriate for interacting with adults
- Must be able to take initiative, have strong time management skills and work independently
- Reliable and able to work nights, weekends as needed

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical ability, including the strength, agility, and mobility, to perform the essential functions of the position
- Ability to stand while maintaining alertness for several hours at a time
- Ability lift and carry up to 50 pounds of equipment at times
- Able to work in fast-paced environment and multi-task effectively

SIGNATURE:

I have reviewed and understand this job description.

Employee's name _____ Employee's signature _____

Today's date: _____