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PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Maintenance Technician, Second Shift**

Leadership Level: Staff

Status: PT

Reports to: Senior Director of Facilities

Pay Range: \$20-23/hr

FLSA Status: Non-Exempt

Department: Facilities

Revision Date: 11/23/2022

POSITION SUMMARY:

Under the direction of the Senior Director of Facilities, the Maintenance Technician is responsible for YMCA facilities including basic building maintenance and janitorial functions. Responsible for the overall physical condition and presentation of the Brooks Family YMCA.

ESSENTIAL FUNCTIONS:

- Ensures that all members, guests and staff follow the YMCA Code of Conduct.
- Maintains cleanliness of facilities (to include but not limited to trash, floors, and surfaces) of wellness areas, lobby, pool deck and patio, community room, exterior grounds, Stay and Play room, and bathrooms and locker rooms (including but not limited to sink areas, toilets and trash).
- Performs general building and grounds maintenance including (but not limited to) physically performing minor carpentry, cleaning, electrical, furniture/equipment assembly, landscaping, painting, plumbing, snow removal, supply and inventory control, and event preparations.
- Assists all departments with maintaining cleanliness as needed.
- Responds to safety and emergency situations using the emergency management plan, notifying supervisors immediately, and following up with a detailed accident/incident report. Restricts member use and notifies supervisors of dangerous or broken items in the facility.
- Ensures members and guests feel comfortable and safe while at the Brooks Family YMCA by fostering relationships with members, listening to and responding promptly to member questions.
- Informs Senior Director of Facilities of maintenance issues and provides project updates daily.
- Assists in closing the facility as per established hours, making sure the facility is empty and secure at closing times.
- Adheres to all YMCA policies and procedures as outlined in the [Employee Handbook](#).

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 with electrical, HVAC, pool filtration and maintenance of grounds, preferred
- High value of cleanliness, order, and great attention to detail
- 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
- Must be able to work second shift hours (2-10pm or 3-11pm), weekends, and emergencies as needed
- Must be able to be on-call as needed during inclement weather

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 to 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: _____