



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Job Title: Maintenance Technician

FLSA Status: Part-time

Reports to: Facility Director

POSITION SUMMARY:

The Maintenance Technician is responsible and accountable for various maintenance duties as well as custodial and service requests requiring some technical knowledge and skills in the areas of HVAC repairs and adjustments, plumbing, equipment repairs and light carpentry/construction.

QUALIFICATIONS:

1. Associate's degree in a related technical field required; minimum 2 years of industry experience with carpentry and/or facility management activities, is preferred and may substitute for associates degree.
2. Demonstrated knowledge and experience with maintenance and housekeeping practices.
3. Self-disciplined with strong communication skills, well organized and able to respond appropriately in a fast-paced environment.
4. Ability to determine and set priorities, capacity to respond and handle multiple tasks appropriately in a dynamic and fast-paced work environment.
5. Microsoft Office applications experience and ability to learn/work in a variety of other computer programs.
6. Possess a high level of initiative and proactivity, competence, professionalism, a positive attitude and enjoy working in and supporting a strong team environment.
7. Ability to self-direct and prioritize tasks depending on workload and needs of organization.

ESSENTIAL FUNCTIONS:

1. Availability to work varied hours; early mornings, days, evenings and weekends. A core schedule will be determined, but flexibility is required to handle service requests and routine maintenance that may be required outside of core work hours.
2. Assists the Facilities Director in the maintenance functions to ensure safe and efficient operation of the maintenance department so that the facility is safe, operational, and presentable for employees and YMCA members and guests.
3. Inspects YMCA's properties and grounds, monitors maintenance and up-keep of all mechanical equipment including, but not limited to, water heaters, HVAC units, etc.
4. Recommends to the Facilities Director potential improvements to the overall operation of the YMCA properties.

5. Participating in and ensure safe work practices are being followed.
6. Responds to service requests, work orders, and other staff/member concerns in a timely manner.
7. Performs on-call maintenance emergency service as required.
8. Responsible for monitoring and/or controlling maintenance inventory and/or supplies.
9. Works along with other custodial and maintenance staff in maintaining grounds and common areas, keeping them free of trash and debris.
10. Manage vendor repairs, working to ensure timely and quality repairs. Where possible perform, or enlist vendor/service providers, as necessary, to properly maintain or repair building systems and related equipment.
11. Assist maintenance and housekeeping staff as necessary.
12. Maintain a clean, orderly, safe and well-stocked maintenance work area
13. Identifies potential safety hazards, takes necessary steps to reduce risks.
14. Other duties and responsibilities assigned by the CEO and/or Facilities Director.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Y's values. Ensure a high level of service with a commitment to improving lives. Provides volunteers with orientation, training, development and recognition. Cultivates relationships to support fundraising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Build relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors' communication to the appropriate audience. Provides staff with feedback, coaching, guidance, and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develop plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models' adaptability and awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.

The Y: We're for youth development, healthy living, and social responsibility.