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FOR HEALTHY LIVING  
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## MAINTENANCE TECHNICIAN

Job Title: **Maintenance Technician**

FLSA Status: Non-Exempt

Reports to: Maintenance Manager

Job Grade: 4

Revision Date: 05.24.19

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### POSITION SUMMARY:

Provide general facility maintenance for both indoor and outdoor repairs. Will oversee assigned duties, inspect work, investigate complaints regarding maintenance and take corrective/preventative action.

### ESSENTIAL FUNCTIONS:

1. Ensure Y is attractive and things are in working order by completing all duties listed on the daily schedule and maintaining upkeep of assigned areas and equipment. May perform duties such as window washing, meeting set up, pool cleaning, snow removal, groundskeeping, and other related responsibilities.
2. Assist manager/director in performing minor equipment and general maintenance including, but not limited to electrical, plumbing, HVAC.
3. Implement preventative maintenance measures as needed.
4. Provide inventory updates of supplies and equipment, direct/assist new employees, and monitor the safety of the facility.
5. Operates related motorized and non-motorized equipment.
6. Records and reports all needed repairs; repairs as directed.
7. Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to Manager/Director.
8. Perform other maintenance/cleaning duties as assigned.

### YMCA COMPETENCIES (Leader):

**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:**

1. Must at least 18 years old, have a high school diploma, or its equivalent.
2. Experience preferred in related areas: housekeeping and general maintenance, including experience/ability to operate small and large machinery, such as vacuums, buffers and hand tools, such as hammers and screwdriver and supervising related employees.
3. Requires strong interpersonal skills and the ability to work independently, solve problems with minimal direction, manage multiple tasks, and communicate effectively with members, guests and staff to ensure well-maintained facilities.
4. Ability to read and interpret instructions, procedures, manuals, and other documents.
5. Ability to report and record maintenance requests.
6. Knowledge of cleaning methods and equipment.
7. Basic understanding of the upkeep and care of equipment.
8. Understanding of cleaning compounds and chemicals, and their safe, efficient use.

**PHYSICAL DEMANDS**

1. Sufficient physical strength and agility to carry out essential duties.
2. Ability to erect and stand on ladders and platforms at heights up to 30 feet.
3. Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
4. Ability to paint, clean equipment, and operate motorized equipment as needed.
5. Ability to work in conditions that will create dirt and dust.
6. Ability to perform essential maintenance to facility or equipment which may involve, but not limited to the following activities: semi – reaching to full-reach overhead; crouching; kneeling; shoveling; carrying, working in narrow and/or confining spaces: underground, overhead, and at ground level; twisting of the waist, shoulders, and legs; and lying on stomach and/or back.

**I have read and understand this position description and believe I am capable and qualified to handle the position as presented.**

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***Applicants Name (printed)***

\_\_\_\_\_  
***Date***

***Signature:*** \_\_\_\_\_