



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Maintenance
FLSA Status:
Reports to: Executive Director

Job Code: (unique to Y)
Job Grade: (unique to Y)
Revision Date:

POSITION SUMMARY:

Under general supervision, perform a wide variety of custodial and maintenance duties in order to provide a clean, orderly and safe environment; and perform related work as required. The Custodian performs custodial and maintenance duties in and around campus facilities; troubleshoots, performs minor repairs and responds to emergency calls for service; implements setup and takedown for a wide variety of campus and community events; works closely with employees and the public to meet the custodial needs of the area; and resolves problems to ensure efficient and safe operations.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Schedules, coordinates, directs and performs routine and comprehensive custodial maintenance of assigned facilities.
2. Vacuums, shampoos and spot cleans carpets and furniture; washes windows.
3. Removes trash in accordance with established procedures.
4. Cleans and disinfects restrooms, locker rooms, swim center, child care center, health occupations facilities and other facilities; orders and stocks facilities with paper and supplies.
5. Reports and responds to emergency calls for custodial assistance.
6. Responds to service requests, coordinates resources and implements the set up and take down of furniture and equipment for a wide variety of campus and community events.
7. Performs various maintenance and custodial duties such as installation and repair to fixtures in restrooms, labs and classrooms.
8. Troubleshoots and repairs minor plumbing and electrical problems; replaces a variety of light bulbs and lighting accessories.
9. Assists with, and performs refinishing of hardwood floors.
10. Identifies stains and uses proper chemicals for removal.
11. For custodians assigned to off campus sites, minor grounds keeping duties may be required.
12. Maintains inventory and submits written requests for supplies; tests and evaluates new supplies and equipment.
13. Operates power equipment such as, carpet extractors, pressure washer, hand and power tools and vehicles.
14. Performs preventative maintenance in and around facilities.

QUALIFICATIONS:

1. Three or more years experience in facility management or closely related field.
2. Working knowledge of mechanical, electrical and plumbing systems, carpentry, and other maintenance-related areas.
3. Skills in supervision, budget management and project management.
4. Ability and current license to drive with record that meets YMCA standards.
5. Familiarity with personal computers helpful.
6. Ability to respond to safety and emergency situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is often required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, shovel snow, plow snow, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.

The work is performed both indoors and out, and may require travel to various locations. While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____