



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MAINTENANCE STAFF JOB DESCRIPTION

Job Title: **Maintenance**

FLSA Status: Non-Exempt Part-Time

Reports to: Executive Director

Revision Date: 10/20/2020

POSITION SUMMARY (\$10-15/hour):

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. Maintenance staff 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.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

PRINCIPLE ACTIVITIES:

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 stocked 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 lightbulbs 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 washers, hand and power tools, and vehicles.
14. Performs preventative maintenance in and around facilities.

QUALIFICATIONS:

- Three or more years of experience in facility management or closely related field.



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- Working knowledge of mechanical, electrical, and plumbing systems, carpentry, and other maintenance-related areas.
- Skills in supervision, budget management, and project management.
- Ability and current license to drive with record that meets YMCA standards.
- Familiarity with personal computers helpful.
- 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.

SIGNATURE:

I have reviewed and understand this job description. I agree to fulfill my responsibilities as Maintenance in a positive and cooperative manner. I understand that if I neglect my duties, I may be released from duty.

Employee's name

Employee's signature

Today's date: _____