FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

HARRISBURG AREA YMCA JOB DESCRIPTION

Job Title: **Maintenance Lead Tech, East Shore YMCA**

FLSA Status: Full-time, Non-exempt

Leadership level: Leader

Salary Range: Hay Plan Grade 12

Reports to: Maintenance Director

Revision Date: 8/11/2026

POSITION SUMMARY:

The Maintenance Lead Tech at the East Shore Branch YMCA intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined while also overseeing the maintenance and improvement of the East Shore YMCA facilities and vehicles.

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.

ESSENTIAL FUNCTIONS:

1. Provides overall follow-through of facility, lawn maintenance, trimming shrubs, edging, and mulching with the team.
2. Working hands-on to ensure all facility and equipment needs are addressed in a timely manner to keep operations running efficiently and effectively as a team with the Maintenance Director.
3. Carries out preventative maintenance schedules assigned by leadership.
4. Anticipates risk, implications, and possible outcomes before taking action.
5. Completes repair work and projects in a timely manner.
6. Conducts in-house inspections such as fire, health, building depts, etc. to ensure compliance with all local, state, and federal regulations related to facilities and grounds.
7. Required to obtain Pesticide Tech Certification within 90 days of employment.
8. Participates with the management team in the YMCA Impact Fund.
9. Have reliable transportation to arrive and conduct snow removal in a timely manner.
10. Required to be able to respond to maintenance emergencies as scheduled. We have a rotating on call schedule typically one week per month.
11. Performs other work-related duties as assigned by the Maintenance Director.

QUALIFICATIONS:

- One or more years of experience in facility maintenance or closely related fields.
- CPR, First Aid, and AED certifications required within 30 days of hire.
- Working knowledge of mechanical, electrical, and plumbing systems, as well as carpentry and other maintenance-related areas.
- Pool and boiler experience preferred.
- Ability and current license to drive with a record that meets YMCA standards.
- Ability to respond to safety and emergency situations.
- HVAC experience is preferred.

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COMMITMENT TO CHILD SAFETY:

As a youth-serving organization, all staff share the responsibility to keep children safe, and this position requires that the incumbent read and sign the separate "Youth Protection Policy for Personnel and Volunteers" statement and abide by it.

Employees and volunteers who do not directly supervise consumers will:

- Adhere to policies related to boundaries with consumers.
- Attend required abuse risk management training.
- Report suspicious and inappropriate behaviors and policy violations.
- Follow mandated abuse reporting requirements.
- Adhere to job specific abuse risk management responsibilities.
- Maintenance employees and volunteers—ensure unused rooms and closed rooms remain locked; routinely monitor high-risk locations (locker rooms and bathrooms), etc.
- Front Desk personnel—ensure consumers are properly signed in and signed out; ensure only authorized adults are allowed in the facility, etc.

BENEFITS:

Dental insurance, health insurance, paid time off, retirement plan, select program discounts, and free Harrisburg Area YMCA Family Membership.

SIGNATURE:

This job description may not be all-inclusive. Employees are expected to perform all other duties as assigned. This job description may be modified when appropriate by Human Resources.

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

_____ _____

Employee Name Employee Signature

Date: _____