



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF THE NORTHWOODS

Job Title: **Maintenance Technician**

FLSA Status: Non-Exempt

Reports to: Property Director

Revision Date: 06/19/2016

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### POSITION SUMMARY:

Perform basic to complex maintenance duties to ensure the building property and equipment are in good operating condition, including conducting electrical, plumbing and mechanical repairs, HVAC preventive maintenance and minor repairs, and equipment repairs. May complete duties related to window washing, meeting set up, pool maintenance, snow removal, groundskeeping, and other related responsibilities

### ESSENTIAL FUNCTIONS:

1. Ensures Y is attractive, clean and in good running order by completing all duties listed on the daily schedule and maintains upkeep of assigned area and equipment. May perform floor care, trash removal, window washing, pool cleaning, painting, seasonal activities dealing with lawn care and snow removal, and general cleaning.
2. Operates related motorized and non-motorized equipment.
3. Records and reports all needed repairs; repairs as directed.
4. Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor.
5. May set up furniture or equipment for on-site and off-site events.

### YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Builds effective, supportive relationships with members and working relationships with employees. Supports fund-raising projects.

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. Six years or more of related experience preferred.
2. Ability to read and interpret instructions, procedures, manuals, and other documents.
3. Ability to report and record maintenance requests.
4. Knowledge of cleaning methods and equipment.
5. Basic understanding of the upkeep and care of equipment.
6. Regular drivers license necessary.
7. 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, understand will execute according to this job description

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Employee Signature

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Date

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Supervisor Signature

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Date