

Clinton Community YMCA – Part time Maintenance Staff

Qualifications

- Must be 21 years of age or older
- 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

Responsibilities

- Assists in the maintenance and operation of the YMCA facility, equipment, and grounds and in addition provides guidance to janitorial staff as needed
- Specific responsibilities include assisting with building maintenance, equipment maintenance, janitorial services and building usage
- Safety, cleanliness, and customer satisfaction are the driving forces that will ensure building success
- Performs duties associated with the maintenance, upkeep and appearance of the facility, grounds, and equipment
- Assists in maintaining the proper function of all building and pool equipment, heating and cooling systems, electrical systems, plumbing systems, exercise equipment and other related building systems
- Assists with grounds maintenance to ensure timely and proper completion, including but not limited to snow removal, grass cutting, landscaping and general exterior maintenance
- Assesses needs, trouble-shoots situations, and assists with problem solving, reporting all problems and concerns to the Executive Director on a timely basis for evaluation
- Responds to trouble calls (on call status to handle emergency repairs)
- Assists with room set-up for meetings and events
- Assists with repair and replacement of building structures (carpentry, painting, windows, door locks, mechanical systems, etc.)

- Assists with completion of repair and replacement projects, as well as long term projects
- Maintains a working knowledge of Building Emergency Procedures
- Responds to requests for cleanup of spills and accidents (including bodily fluids), using proper procedures and techniques to ensure personal safety and the safety of others
- Follows YMCA policies and code of conduct
- Promotes YMCA membership, programs, events, and activities
- Performs other duties as requested or assigned
- The work is performed both indoors and out and may require travel to various locations

Job description

GENERAL FUNCTIONS:

Assists in the maintenance and operation of the YMCA facility, equipment, and grounds and in addition provides guidance to janitorial staff as needed. Specific responsibilities include assisting with building maintenance, equipment maintenance, janitorial services and building usage. Safety, cleanliness, and customer satisfaction are the driving forces that will ensure building success.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs duties associated with the maintenance, upkeep and appearance of the facility, grounds, and equipment.
- Assists in maintaining the proper function of all building and pool equipment, heating and cooling systems, electrical systems, plumbing systems, exercise equipment and other related building systems.
- Assists with grounds maintenance to ensure timely and proper completion, including but not limited to snow removal, grass cutting, landscaping and general exterior maintenance.
- Assesses needs, trouble-shoots situations, and assists with problem solving, reporting all problems and concerns to the Executive Director on a timely basis for evaluation.
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- Maintains a working knowledge of Building Emergency Procedures.
- Responds to requests for cleanup of spills and accidents (including bodily fluids), using proper procedures and techniques to ensure personal safety and the safety of others.
- Follows YMCA policies and code of conduct.
- Promotes YMCA membership, programs, events, and activities.
- Performs other duties as requested or assigned.

EDUCATION AND EXPERIENCE:

- Must be 21 years of age or older. High school diploma or equivalent required, some technical school education preferred.
- Minimum of one-three years related experience.
- Basic knowledge of mechanical, HVAC, electrical and plumbing systems, carpentry, and other maintenance related areas.
- Ability and current license to drive with record that meets YMCA insurance standards.
- 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.