



HOPKINS COUNTY FAMILY YMCA JOB DESCRIPTION

TITLE:	Maintenance Tech	DEPARTMENT:	Facilities
HOURS:	25 hours/week	DIRECT SUPERVISOR:	Director of Facilities
DATE EFFECTIVE:	June 1, 2021		

POSITION SUMMARY: Assists the Director of Facilities in maintaining the YMCA facilities and ground in excellent appearance and function in accordance with the YMCA's procedures and policies to ensure the facilities effectively meet the needs of the YMCA's membership and program participants.

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:

- Small construction projects as assigned by Director of Facilities.
- Perform small repairs and preventative maintenance as required.
- Perform general vehicle maintenance.
- Perform routine mowing, trimming, planting, watering of YMCA grounds.
- Ensures areas, equipment and supplies are maintained in an orderly and safe manner.
- Be aware of and maintain facility cleanliness and equipment damage and make reports as needed or report to the appropriate department for scheduled maintenance.
- Reports accidents/incidents/emergencies within 24 hours to the Director of Facilities.
- Assists with facility snow removal immediately from sidewalks, door stoops, stairs, grounds, etc. as needed.
- Use safety precautions in all maintenance services.
- Other duties as assigned by supervisor.
- As an ambassador for the Y, communication to members, volunteers, and the general public that the Y is the nation's leading non-profit committed to strengthening the community through Youth Development, Healthy Living and Social Responsibility.

QUALIFICATIONS: Education and Certifications

- Must be 18 years of age.
- Certifications required within 30 days of hire: CPR/First Aid/AED

EXPERIENCE:

- Previous maintenance experience preferred.
- Must hold a valid driver's license.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to stand and walk for long periods of time, to talk and hear, to lift and/or move up to 50 pounds, to climb or balance, to stoop, kneel, crouch, or crawl, occasional bending or squatting. The incumbent is required to use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required is frequent hearing and talking, in person and on the telephone.

This description is a summary of the functions of this position. Other duties may be assigned as needed. The YMCA reserves the right to review and adjust this job description as business needs dictate.