



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Date Posted:	December 9, 2011
Job Title:	Maintenance Technician 2
Location:	East Area Family YMCA
Department:	Maintenance
Compensation:	DOE
Position Type: (F/T or P/T; Exempt or Non-Exempt)	Full-time Non-exempt
Job Requirements:	<p>General Functions: Under the direction of the Property & Grounds Director, the building Maintenance Technician will perform general maintenance duties and supervise the maintenance and janitorial staff to ensure the highest standard of facility operations, to include building safety, cleanliness, sanitation, organization, attractiveness and mechanical efficiency. Responsibilities include the areas of staff supervision, mechanical systems operation, preventive maintenance, repairs, basic construction, and department organization. The incumbent acts a role model for the staff and accepts and demonstrates the Y core values of caring, honesty, respect and responsibility.</p> <p>YMCA Maintenance Department Quality Service Theme: Facility oriented team that provides knowledgeable, friendly, core-valued proactive service to all. As professionals, we are committed to safety, cleanliness and top-notch facilities functions.</p> <p>Responsibilities/Duties/Functions/Tasks: The essential functions of this position include, but are not limited to the following:</p> <ul style="list-style-type: none"> · Maintain the operations of the facility and supervision of staff in the absence of the Property & Grounds Director. · Works with the director to train staff on procedures, review and evaluate staff performance, develops strategies to motivate staff to develop competencies that support and achieve the Association and department goals. Ensures duties, responsibilities and accountabilities of all direct reports are defined and understood. Effectively communicates to staff the standards for performance. · Ensures staff is trained on all YMCA policies and procedures, and safety rules and that they are carried out effectively at all times. · Performs regular preventive maintenance, and repair of HVAC, electrical, plumbing, security, fire prevention/alarm systems, swimming pool filtration and chemical administration systems. · Performs preventive maintenance, repair of the fitness equipment. · Opens and closes the facility including mechanical system start up and shut down. · Ensures the mechanical and maintenance rooms and all storage areas are well organized. · Performs administrative functions such as record keeping of maintenance on stand-alone equipment, and work completed by property staff, vendors, and contractors. · Order and maintain an adequate inventory and records of supplies in the areas of fitness equipment parts, electric, plumbing, lighting, and tools. · Handles all situations, problems, issues and/or complaints in a positive and professional manner and inform supervisor. · Adheres to and enforce all YMCA policies and procedures; also ensure that members are aware of policies and procedures that apply to members. · When required, substitute and/or assist in all other property staff job duties such as painting, event set up and break down, ceiling care including vent ceiling tile repair and replacement, and light fixture/bulb repair and replacement, parking lots, and sidewalk care, grass cutting, minor tree cutting, snow removal, and ice-melt application. · Attend all required staff meetings, trainings and workshops. · Other duties as assigned by the Property and Grounds Director.

Experience and Education:

- High School diploma
- Minimum of five years experience in building maintenance, facility operations, security, and safety also staff supervision.

Qualifications:

- This position requires a broad background and skills in general maintenance including HVAC systems, pool filtration systems, electrical, plumbing, carpentry and energy management systems.
- Possess technical skills to diagnose facility and equipment problems and the ability to make the necessary repairs.
- Possess a certification as a Certified Pool Operator or obtain certification within first six months of employment.
- Possess a valid New York State Drivers License.
- Possess and demonstrates excellent planning, time management and organizational skills, ability to work independently, handle multiple tasks effectively and simultaneously, meet deadlines and problem solve.
- Demonstrated leadership qualities ability to supervise, mentor and interact with staff in a supportive, professional and mature manner.
- Must possess a solid understanding of YMCA procedures, mission, purpose, image and core values, ensure such information is conveyed to staff and members and enforced at all times.
- Be assertive and able to handle a wide variety of situations and circumstances in a positive manner.
- Possess strong organizational skills as well as communication (both verbal and written), interpersonal and relationship building skills.
- Must enjoy working with the public, be dependable, responsible, patient, and customer service oriented.
- Demonstrated leadership qualities ability to interact with members in an outgoing, friendly, supportive, professional and mature manner.
- Basic computer skills.
- Ability to handle multiple tasks, work independently, resolve problems and possess effective time management skills.
- Complies with all applicable compliance and safety regulations and directives.

Trainings & Certifications:

- Must complete the on-line Redwoods Bloodborne Pathogen training prior to initial assignment to position.
- Must attend and complete Listen First, Child Abuse Prevention, and New Employee Safety training within 90-days of employment.

Core Competencies:

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy,

respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

Effective Return on Investment:

This position has a primary impact on the overall effectiveness with which the YMCA accomplishes its aims and objectives in service to the community. The effectiveness of this position should be measured by:

1. The sound administration of the YMCA preventative maintenance and risk management programs, leading to a positive image and outstanding safety record of the YMCA.
2. The cleanliness, the prompt quality maintenance, the positive appearance, and the legal compliance for all YMCA property and facilities.
3. A safe environment for all YMCA members and staff.

Physical Demands:

Ability to frequently sit, use his/her hands and fingers, stand, typing, walk, reach, climb, balance, stoop, crouch, kneel and climb stairs. Occasionally required to lift and/or carry and move up to fifty pounds. Climb and/or balance and climb a minimum of two flights of stairs multiple times per day. Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus. Hear noises and distress signals in the office environment with background noise and perform all needed rescue skills.

Work Environment:

While performing the duties of the job the incumbent is exposed to typical building conditions, frequently exposed to dirt, dust, wet and/or humid conditions in swimming pool areas, may be required to work in confined areas on occasion. The incumbent works near moving mechanical parts, pool systems, occasionally exposed to fumes, toxic or caustic chemicals. Noise level will vary it could be very loud at times.

Americans with Disabilities Specifications:

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.

<p>To apply, print this application and return it by mail before December 23, 2011.</p>	<p>Christine Michaud, Property Director East Area Family YMCA 200 Towne Drive Fayetteville, NY 13066 cmichaud@syracuseymca.org</p>
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