

Don Sjogren Community YMCA Maintenance/Housekeeping Hybrid.

Must be capable and willingness to do both job functions.

Essential Facilities Functions:

1. Ensures the proper operation of all mechanical systems.
2. Completes repair work and projects in a timely manner. Will assist in the overseeing of contractors that work in/on facility and grounds.
3. Advises Maintenance Director on needed maintenance and projects.
4. Ensures that assigned vehicles (and other equipment) are maintained and operated in accordance with the policies and procedures of the YMCA.
5. Completes all duties listed on the daily schedule and maintains upkeep of assigned area and equipment. Duties include but, are not limited to, wet and dust mopping, dusting, trash removal, recycling, window washing, assist in pool cleaning, painting, vacuuming, seasonal activities dealing with lawn care and snow removal, and all general cleaning.
6. Operates related motorized and non-motorized equipment.
7. Records and reports all needed repairs; repairs as directed.
8. Ensures YMCA buildings and property are secured during shift and report incidents and hazardous conditions to the Maintenance Director.
9. Replace soap, paper towels, and other supplies.
10. May assist in furniture/equipment set up for events.

Qualifications:

1. Six months 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. 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 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.

7. Ability to lift/and or move up to 50lbs unassisted.
8. Must have ability to: grasp, have finger dexterity, perform repetitive motions, talk, hear and have visual acuity.
9. The work is performed indoors and out, and may require travel to other various locations. While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.

YMCA Competencies:

Mission and Community Oriented: Accepts and demonstrates YMCA values. Works effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrates a desire to serve others and fulfill community needs.

People Oriented: Seeks first to understand the others person's point of view, and remains calm in challenging situations. Builds rapport and relates well with others. Listens for understanding and meaning; speaks and write effectively. Takes initiative to assist in developing others.

Results Oriented: Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sounds judgements, and transfers learning from one situation to another. Establishes goals, clarifies tasks, plans for work and actively participants in meetings when requested.

Personal Development Oriented: Accurately assesses personal feelings, strengthens and limitations and how they impact relationships. Pursues self-developmental that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process.