



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

**MARION FAMILY YMCA NOTICE OF POSITION VACANCY
Maintenance Technician**

Position Overview: Under the direction of the Building and Grounds Director and in accordance with the Strategic Road Map of the Marion Family YMCA, the Maintenance Technician assists the Building and Grounds Director in administrative duties of the Building and Grounds Department and is responsible for performing routine and emergency janitorial and maintenance duties to ensure the cleanliness and upkeep of the facility. The incumbent must role model the YMCA values of caring, honesty, respect and responsibility and work daily to develop personal and meaningful relationships with members, staff, and guests.

Position Requirements: Must be at least 21 years of age. Three (3) or more years' experience in facility maintenance or closely related field preferred. Must have a working knowledge and troubleshooting abilities of HVAC, electrical and plumbing systems, and other maintenance-related areas. Ability to be on call nights and weekends, and respond quickly to emergencies. Ability and current license to drive with record that meets YMCA standards. Must be able to carry out instructions and work independently; understand written and/or oral instructions; read and interpret documents such as safety rules, operating maintenance instructions and procedure manuals. Obtain within 90 days and keep current certifications in First Aid and CPR with AED.

Physical Requirements: 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, stand on ladders and platforms at heights up to 30 feet, 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. Employee will work with paint, cleaning equipment, chemical compounds, solvents, cleaners and solutions in dry, liquid, powder, spray and aerosol forms.

Incumbent must have ability to perform essential maintenance to facility or equipment which may involve, but not limited to the following activities: semi-reach 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; working in dusty and dirty conditions; and lying on stomach and/or back. 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.

Wage Range: \$11.40 - \$15.00 per hour

Position Status & Information

- Full Time Non-Exempt approximately 37-40 hours per week
- Primary work schedule will be set by season ie: Winter/Summer. Schedule will fluctuate including early morning, evenings, weekends, and holidays.

Continued

Benefits

- Participation in Association Health Insurance plan per Personnel Policy
- YMCA Retirement Fund – Association contributes 12% for qualified employees
- YMCA Family Membership
- Life and Disability Insurance
- Other Benefits per Personnel Policy
- Career Development Trainings and Opportunities

Timeline

- Applications Accepted until position is filled

Submit the following electronically or hard copy to Chad Wolf, Building & Grounds Director

- Marion Family YMCA Employment Application
- Resume
- Cover letter
- 2 employment references

Chad Wolf, Building & Grounds Director

MARION FAMILY YMCA

WOPAT YMCA CENTER

645 Barks Road East, Marion, OH 43302

(P) 740 725 9622 ext 22

(F) 740 389 1287

(E) cwolf@marionfamilyymca.org

Marion Family YMCA

POSITION DESCRIPTION

TITLE: Maintenance Technician
GRADE: VI
SUPERVISOR: Building & Grounds Director
DATE: April 2015

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ESSENTIAL FUNCTIONS:

1. Build meaningful relationships with members and participants; help members connect with one another and to the Y.
2. Work daily to nurture the potential of youth and teens; help people improve their well-being; and provide opportunities for people to give back and support their neighbors.
3. Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts, cleans coils, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts. Care for and maintain all YMCA equipment, supplies and property.
4. Manage mechanical problems, or projects, analyzing situation, grasping problem and drawing reliable conclusion, then taking appropriate action without waiting for direction.
5. Operate related motorized and non-motorized equipment including driving YMCA or personally owned vehicle.
6. Record and report all hazardous conditions or needed repairs; repair as directed.

7. Set up furniture for events as requested.
8. Have complete knowledge of all association emergency procedures.
9. Maintain all necessary records as requested by Building & Grounds Director.
10. Ensure the facility is attractive and clean by completing all duties listed on the daily schedule / assigned including, but not limited to: wet and dust mopping, dusting, trash and recycling removal, window cleaning, pool cleaning, vacuuming, lawn care, snow removal and laundry.
11. All other duties as assigned.
12. Facilitate or attend required in-service meetings and trainings.
13. Assist the Building and Grounds director with scheduling and supervision of custodial staff.
14. Continually pursue and apply new and better ways to get work done. Take advantage of informal learning opportunities: listen and observe to gain new insight. Seek to expand capabilities, skills and knowledge.
15. Clean spa, track and other duties after normal working hours as requested.
16. The incumbent must be able to fulfill the above job requirements by purposefully and seamlessly challenging her/himself and others to accept and demonstrate the positive values of Caring, Honesty, Respect and Responsibility.

EFFECTS ON END RESULT:

The effectiveness of the incumbents' fulfillment of this position should be measured by:

1. A Y that has strong relationships with its members and donors as reflected in membership retention and program participation.
2. A Y that is recognized for high standards of cleanliness.
3. A Y where safety and risk management is the highest priority.
4. A Y whose programs and services nurture the potential of youth and teens; improve people's health and well-being; and provide opportunities for people to give back and support their neighbors.
5. The Marion Family YMCA will be known in the Marion area as an organization that strengthens the foundations of the community.

Incumbent: Print Name

Incumbent's Signature

Date