



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## MAINTENANCE L-1

Job Title: **Maintenance L-1**

FLSA Status: Non-Exempt

Job Code: 401

Job Grade: Level 1

Reports to: Site/Branch Director or Executive Director

---

### POSITION SUMMARY:

Leads the maintenance and cleaning of YMCA facilities and vehicles, including preventative maintenance. Incumbent is responsible for performing custodian duties and other duties as assigned.

### ESSENTIAL FUNCTIONS:

1. Provides overall facility maintenance and daily cleaning, include preventative maintenance.
2. Ensures proper operation of all mechanical systems; i.e., wellness equipment, restroom facility, etc.
3. Ensure YMCA building and property is secure during shift and resolves incidents or hazardous conditions. Reports safety concerns to supervisor.
4. Monitors inventory to minimize spending. Reports variances to supervisor.
5. Attend all staff meetings and in-service training.

### YMCA COMPETENCIES (Team Leader):

*Mission Advancement:* Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

*Collaboration:* Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

*Operational Effectiveness:* Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

*Personal Growth:* Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

1. Minimum age of 21, CDL preferred or ability to obtain.
2. Two years or more of related experience, preferably in a supervisory role.
3. Knowledge of cleaning methods and equipment; understanding of cleaning compounds and chemical, and their safe efficient use.
4. Working knowledge of mechanical, electrical and plumbing systems, carpentry, and other maintenance-related areas.
5. Ability to respond to safety and emergency situations.

**PHYSICAL DEMANDS:**

1. Sufficient 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 solution in dry, liquid, powder, spray and aerosol forms.
4. Ability to paint and operate motorized equipment as needed.
5. Ability to perform essential functions which may involve, but not limited to the following activities: semi-to-full reaching overhead; crouching; kneeling; shoveling; carrying; working in narrow or confined spaces: underground, overhead and at ground level; twisting of the waist, shoulders and legs; and lying on stomach or back.

**HOURS:**

Part Time: 8pm-12am Monday-Sunday

**PAY RATE:**

\$9.00 DOE to start

**LOCATION:**

North Branch

**TO APPLY:**

Submit cover letter, resume and YMCA job application to:

**[erika.smith@ymcaofthesandhills.org](mailto:erika.smith@ymcaofthesandhills.org)**

**No Phone Calls Please**