



Job Title: **Engineer**

FLSA Status: Exempt

Reports to: Facilities Director

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Revision Date: June 2021 JAH

POSITION SUMMARY:

Under the supervision of the Facilities Director, responsible for the overall maintenance, preventative maintenance and general upkeep of the YMCA facility equipment while providing assistance on janitorial needs and emergency repairs as requested. Responsible for modeling our four values: Caring, Honesty, Respect & Responsibility.

ESSENTIAL FUNCTIONS:

1. Positively models and reinforces YMCA's core values, mission statement, and relationship-building skills in all interactions.
2. Ensure Y is attractive and clean by completing all duties listed on the daily schedule and maintain upkeep of assigned area and equipment. May perform wet and dust mopping, dusting, trash removal, recycling, window washing, pool cleaning, painting, vacuuming and shampooing of carpets, seasonal activities dealing with landscaping, irrigation, snow removal, and general cleaning. Open and/or close the building dependent on shift. Also clean locker rooms, bathrooms, showers, etc. Replaces soap, paper towels, and other supplies. Your duties and shifts may vary depending on the schedule.
3. Basic to advanced electrical, plumbing, construction, blueprint reading, carpentry, troubleshooting and diagnostics skills.
4. Use of Work orders in digital work order system to coordinate workload and prioritize work.
5. Assist facilities director in projects at off-site buildings.
6. Use of basic power tools and multi-meter.
7. Records and reports all needed repairs; repairs as directed. Assist the Facilities Director with repair and maintenance of all mechanical and physical equipment inside and outside of buildings. Assist the Facilities Director with maintenance and repair of swimming pools, gymnasiums, and facilities. Monitor chlorine and pH on pool and spa. Assist in covering/uncovering pool.
8. Complete all preventative maintenance scheduling on weekly, monthly, or quarterly basis.
9. Assist in set-up and clean-up for all special events. May set up furniture for events. Provide assistance on special projects as requested.
10. Respond to all feedback and complaints in a courteous and thorough fashion. Respond to member and staff concerns in a timely and professional manner. Attend all maintenance staff meetings.
11. Grounds keeping and maintenance as needed. This includes making sure parking lots are clean and safe for clients and staff.
12. Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor.

13. Operates related motorized and non-motorized equipment.
14. Background in HVAC, Steam boiler and swimming pools helpful.
15. Must be a team player.
16. Work with limited supervision.
17. Perform all other duties as assigned by the Facilities Director.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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. 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.
7. Ability and current license to drive with record that meets YMCA standards.
8. Basic electrical, Plumbing, blueprint reading, carpentry skills and hand tool experience
9. Recommend that you complete CPR, AED and First Aid certification and Blood Borne Pathogens training within 30 days of employment.

PHYSICAL DEMANDS

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, 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.

YMCA JOB DESCRIPTION FOR MAINTENANCE STAFF

I have read and understand the above Position Description. I agree to fulfill all requirements necessary for the performance of all job segments described. I acknowledge that I possess all qualifications stated and am **able / unable** (circle one) to perform all essential functions without special assistance.

I understand and mutually accept that the Position Description is not a contractual agreement.

Employee Name (printed) _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____