



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF GREATER KALAMAZOO – JOB DESCRIPTION

Job Title: Maintenance Technician (Part-Time)

Pay Rate: \$15.00 - \$20.00/hour

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening our community through youth development, healthy living and social responsibility. Under the direction of the Association Facilities Director. Maintenance technician will fix and maintain mechanical equipment, buildings, and machines. Tasks include plumbing work, painting, flooring repair and upkeep, electrical repairs and heating and air conditioning system maintenance.

ESSENTIAL FUNCTIONS:

- Will be responsible for providing necessary information in regards to renovation or annual maintenance needs.
- Conducting routine inspections of premises and equipment.
- Performing preventative maintenance.
- Handling basic repairs and maintenance.
- Overseeing contractors when professional repairs are necessary.
- Diagnosing mechanical issues and correcting them.
- Repairing machines, equipment, or structures as necessary.
- Event setup and teardown.
- Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Perform seasonal activities such as removing snow or debris from sidewalks and stairs using hand-operated tools or small power equipment.
- The Maintenance tech will report to the Association Facilities Director.
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YMCA COMPETENCIES (Team 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. Supports fundraising.

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 - 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 preferred.
5. Basic understanding of upkeep and care of equipment preferred.
6. Familiarity with YMCA preferred but not required.
7. Must be a self-starter, team player, reliable, and have an eye for detail
8. CPR/AED and First Aid certifications preferred.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

1. 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.
2. Sufficient physical strength and agility to carry out essential duties.
3. Ability to erect and stand on ladders and platforms at heights up to 30 feet.
4. Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
5. Ability to paint, clean equipment, and operate motorized equipment as needed.
6. Ability to work in conditions that will create dirt and dust.
7. 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.