



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## MISSION DEDICATION TEAMWORK

Job Description- Maintenance Tech  
MANITOWOC-TWO RIVERS YMCA

Job Title: Maintenance Technician  
FLSA Status: PT  
Reports to: Facility Manager

Leadership Level: Leader  
Revision Date: 3/03/2021  
Primary Function/Department: Maintenance

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Maintenance Technician at our Y intentionally fosters a cause-centered culture that is welcoming, **genuine, hopeful, nurturing, and determined while also impacting the maintenance and improvement of YMCA facilities, properties, and vehicles.**

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### LEADERSHIP COMPETENCIES:

As part of our holistic, YMCA-trademarked approach to leadership identification and growth, candidates for this particular role on our team will be expected to demonstrate strength and willingness to continually improve in the following areas:

### ESSENTIAL FUNCTIONS:

- Works with Facilities Manager to ensure overall facility and vehicle maintenance.
- Anticipates and responds to staff and member needs when it comes to facility cleanliness.
- Ensures all equipment is maintained and operated in accordance with the policies/procedures of the YMCA.
- Anticipates risks, implications, and possible outcomes before taking action.
- Completes repair work and projects in a timely manner.
- Advises Facilities Manager on maintenance issues and projects as necessary
- Models good teamwork and positive relationship-building skills in all interactions.



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**QUALIFICATIONS:**

- High School diploma or GED.
- Three or more years of experience in facility maintenance or closely related field.
- Working knowledge of some combination of several of the following; mechanical, electrical and plumbing systems, carpentry, grounds keeping, HVAC and other maintenance related areas. Certifications are not required, although they can be useful as a means of demonstrating one's ability to handle the job effectively.
- Can perform routine maintenance around the building such as fixing structural damage.
- Able to identify and fix potential safety hazards to avoid injuries.
- Ability to paint internal and external areas of building as required.
- Pool and boiler experience a plus.
- Ability and current license to drive with record that meets YMCA standards.
- Familiarity with personal computer helpful.
- Interpersonal skills to interact with members or staff of the YMCA in way that is consistent with Y values and successfully builds teamwork.
- Attention to detail to ensure that all jobs are completed in an exemplary manner and any potential hazards or warning sign of problems are addressed in a timely and thorough manner.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- 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.
- 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.
- The work is performed both indoors and out, and may require travel to various locations.
- While performing the duties of this job, the employee may be exposed to current weather conditions.

*I understand the role and responsibilities required to successfully fulfill this role on the Manitowoc-Two Rivers YMCA Executive Team.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

HR Signature \_\_\_\_\_

Date \_\_\_\_\_