



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Maintenance Assistant**

Job Code:

FLSA Status: Hourly, Part-Time

Job Grade:

Reports to: Maintenance Director

Revision Date:07/01/2015

POSITION SUMMARY:

Under the direction of the Maintenance Director and consistent with the Christian Mission of the YMCA, the Maintenance Assistant will be responsible for the daily maintenance of the facility and grounds as assigned by supervisor.

ESSENTIAL FUNCTIONS/JOB DUTIES:

- Completes all duties listed on the daily schedule and maintains upkeep of assigned area and equipment. Duties include, but are not limited to basic plumbing, painting, carpentry, and other special maintenance projects.
- Operates related motorized and non-motorized equipment
- Records and reports all needed repairs; repairs as directed.
- Ensures YMCA building and property is secure and safe during shift and reports incidents and hazardous conditions to supervisor.
- May setup furniture/tents for special events
- May be responsible for some custodial duties as needed.
- Represents the YMCA throughout the community.
- Maintain a professional appearance and manner reflective of YMCA standards.

YMCA COMPETENCIES

Mission Advancement: The incumbent shall have performed his/her duties satisfactorily when his/her staff are working at an overall good level of performance, facility care is evident, program quality and variety is in place, finances are on track, committees are meeting on time and overall image and perception of the work area is good and well liked which will relate to increased members and retention.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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:

The incumbent must be at least 18 years of age and have a high school diploma or GED. The incumbent must have experience and skills in the area of maintenance. Physical qualifications include being able to reach, bend and stoop, as well as lift up to 50 lbs, and walk up and down stairs. Once employed, the maintenance staff must successfully complete the YMCA's new employee orientation. Chosen candidates undergo a background investigation and drug test prior to employment.

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