



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Akron Area YMCA Job Description

Job Title: Maintenance Assistant

FLSA Status: Part-Time A

Reports to: Maintenance Director

Date: 1/23/2017

Position Summary:

The Maintenance Assistant will offer support to the Maintenance Director. The position helps maintain a pleasant and safe environment for children and guests, that is clean, well-groomed, and functional. It is of utmost importance that the facility looks its best when participants arrive for their programs.

Essential Functions:

1. Customer Service oriented; planning of projects around the day to day operations of camp and making suggestions for better camp operations
2. Ability to organize and prioritize work lists
3. Problem solve issues with machinery, systems and tools
4. Work with machinery, systems and tools safely and efficiently (OSHA compliance)
5. Ability to work independently from a project list
6. Report issues/problems to Maintenance Director or Executive 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. Experience in carpentry, electrical, maintenance, grounds keeping or a related field
2. At least 21 years of age
3. A clean driving record
4. Must pass a background check



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Physical Demands:

- Must be able to walk, stand, sit, ride, crawl, push, pull, reach and carry items pertinent to the job
- Must be able to lift up to 50 pounds
- Must be able to work on ladders up to 12 feet off the ground
- Must be able to clean areas using cleaning solutions and personal protective equipment
- Must be able to work outside in varied weather conditions

While this job description covers a wide range of duties, other duties may be assigned as deemed necessary by the Supervisor or Executive Director.

Staff Member

Date

Supervisor

Date