



FREMONT FAMILY YMCA JOB DESCRIPTION

Title: Facilities Maintenance and Repairs Technician
Reports to: Property Manager
FLSA Status: Exempt

Position Summary

The Facilities Maintenance and Repairs Technician at the Fremont Family YMCA (FFY) intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined. This position is responsible for the overall maintenance and upkeep of all YMCA properties equipment, mechanical operations, troubleshooting and preventative maintenance planning and execution.

Core and Strategic Functions

High Quality Programs, Services and Facilities

- Overall upkeep of all YMCA facilities to include troubleshooting, repair, preventive maintenance, remodeling/renovation, electrical, plumbing.
- Develop, maintain and improve preventative maintenance schedules on all facility equipment.
- Maintain safety policies and procedures for all YMCA guests and staff.
- Train, monitor, and follow-up with subordinate staff in relation to property upkeep and job responsibilities.
- Lead fellow staff and volunteers effectively; recruit and hire diverse staff and volunteer teams; onboard and develop them for success, evaluate direct reports on an annual basis.
- Keeps current inventory and storage of equipment and supplies in the facility.
- Attends meetings, trainings, events and other functions as required or requested by the Property Manager
- Maintains familiarity with Fremont Family YMCA rules, regulations, and objectives and communicates accordingly.

Additional Responsibilities

- Custodial support as needed
- Participate in regular departmental meetings and building coverage
- Report unclean conditions, safety hazards and malfunctioning equipment to Property Manager and follow up on mitigation of the issues reported
- Assist in the promotion and integration with other FFY departments to ensure the productive, effective and efficient operation of the FFY
- Represent and promote the FFY in the community as needed and develop positive working relationships with other organizations, business and governmental entities

Work Environment and 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 essential functions.
- Use of a computer/technological devices (and associated programs/applications), walking, standing, and/or climbing (ladders, stairs, etc.) for extended periods of time.
- The employee must occasionally lift and/or move up to 75 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually light to moderate, occasional exposure to heavy noise levels.
- This positions demands the need to work alertly and safely at all times given the many and real hazards that this position presents on a daily basis and to practice all safety procedures and protocols that are routinely used within all fields, in particular, the maintenance field.

FFY Competencies

Mission and Community Oriented: Accepts and demonstrates FFY values. Works effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrates a desire to serve others and fulfill community needs. Recruits quality staff and builds effective, supportive working relationships with them. Provides assigned staff with orientation, training, development and recognition. Enrolls new staff in FFY onboarding sessions when hiring. Ensures high-level services.

People Oriented: Takes initiative in developing others. Builds rapport and relates well to others. Speaks and writes effectively. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Results Oriented: Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgements, transfers learning from one situation to another.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Holds staff accountable for high-quality results using a formal process to measure progress. Develops plans and manages best practices through the engagement of team. Effectively manages budgets.

Personal Development: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Shares new insights.

Working Schedule: This position will primarily report weekdays. Night, weekend, and on-call shifts may be required during peak seasons, events and weather events.

Position Qualifications

- Maintain First Aid/CPR/AED certifications
- Bachelor’s degree or certification in Property Management related field or experience equivalent
- One year or more of maintenance experience
- Knowledge of computer and software applications
- Strong interpersonal and organizational skills, able to relate effectively to diverse groups
- Demonstrated service and public relations skills

This job description may not be all-inclusive. Employees are expected to perform all other duties as assigned and directed by supervisor. This job description and duties may be modified when deemed appropriate by supervisor or top management.

Signature _____ Date _____