



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## SUPERIOR DOUGLAS COUNTY FAMILY YMCA - JOB DESCRIPTION

Job Title: Maintenance Assistant  
FLSA Status: Non-Exempt  
Position Type: Part-time  
Reports to: Associate Executive Director  
Revision Date: 9/30/24

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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 Assistant is responsible for the maintenance, cleanliness, and improvements of the buildings and grounds under the Y's jurisdiction.

### 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.

### Essential Functions

1. Provides overall management of facility; regularly inspects equipment, buildings and property; oversees maintenance through development and implementation of a preventive maintenance program.
2. Conducts basic cardio & strength equipment maintenance and repair, as well as needed preventative maintenance process and tracking.
3. Completes repair work and projects in a timely manner.
4. Replaces soap, paper towels, and other supplies.
5. Establishes and maintains records of preventative maintenance, equipment life expectancy, OSHA requirements, inspections, and any other pertinent record keeping information related to the department.
6. Ability to report and record maintenance requests.
7. Serves as lead contact for all repairs, projects, and maintenance at Y Camp at Lake Nebagamon including opening and closing Camp.
8. Oversees maintenance of mechanical operations including, but not limited, to HVAC, plumbing, water treatment, pool equipment and electrical systems.
9. Fosters an inclusive environment appreciative of differences in the workplace. Meaningfully participate in and lead efforts to support the Y's commitment to equity and diversity.

## YMCA Competencies

- **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.

## Required Education and Experience

- Required certifications: CPR, AED, First Aid, and CPO training can be provided and must be obtained within 60 days of hire.
- Minimum of 3 years of experience in a maintenance role
- Knowledge of cleaning methods and equipment.
- Basic understanding of the upkeep and care of equipment.
- Experience working with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
- Ability to work in conditions that will create dirt and dust.
- Experience operating motorized equipment.
- Commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse work environment.

## Preferred Education and Experience

- Bachelor's Degree in related field
- 5 years of experience providing maintenance to commercial facilities and properties
- Knowledge of best practices for maintaining properties for upkeep and longevity
- Experience with maintaining pools

## Physical Demands

**Contingent upon being offered a position, the applicant will be required to pass a medical exam.** 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:
  - Frequently 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
  - Occasionally lift and/or move up to 50 pounds from floor to waist, waist to head and above head

- Occasionally push/pull 50 pounds back and forth
- Always have finger dexterity, grasp, perform repetitive motions, talk, hear, and have visual acuity.

### **Position Type/Expected Hours of Work**

The Maintenance Assistant will work part-time hours and will be available during the day at the Superior-Douglas County YMCA properties.

### **Travel**

Travel will be limited to the Superior Douglas County Family YMCA and Camp Nebagamon. Travel may be required multiple times per week.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Additional Eligibility Qualifications**

- Must be able to successfully pass a background check.

### **EEO Statement**

The Superior Douglas County Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation, and training.

### **Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_