



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

GREATER VALLEY JOB DESCRIPTION

Job Title: Maintenance

FLSA Status:

Status: PT

Reports to: Branch Executive Director

Job Code:

Job Grade:

Department: Maintenance

Revision Date: 9/12/22

Position Summary: This position supports the work of the Y, A leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility.

Essential Functions:

1. Basic Knowledge: plumbing, electrical and painting.
2. Climbing: changing hvac filters on roof.
3. Mechanically Inclined: ability to work on fitness equipment or a willingness to learn.
4. Ability to diagnose an issue with equipment – if you cannot fix it then knowing who to contact for assistance.
5. Bending/Lifting: basic gardening/weeding.
6. Keep outdoor area clean and free of garbage.
7. Trimming bushes.
8. Shoveling/salting pavements.
9. Carrying items to and from the attic and trailer.
10. Setting tables/chairs/etc. up for special events and/or classes.
11. Power washing outdoor building.
12. Cleaning/washing windows.
13. Maintaining the pavilion area.
14. Valid driver's license and the ability to operate our YMCA van to pick up supplies at the hardware store.
15. Knowledge of sweeping/mopping/cleaning floors.
16. Filling paper towel/toilet paper/soap dispensers.
17. Adding salt to the water tank every other week.
18. Performs other duties as assigned.

Qualifications:

1. Minimum age of 21.
2. Current Criminal/Child Abuse/Fingerprinting/NSOR Clearances.

Work Environment & Physical Demands:

The physical demands necessary include: bending/lifting/climbing/driving.

Signature:

I have read and understand the job description for my position at the Greater Valley YMCA. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an all exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Greater Valley YMCA reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

Employee Printed Name_____

Employee Signature_____

Supervisor Printed Name_____

Supervisor Signature_____

Today's Date_____