



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## THE GREATER PEORIA FAMILY YMCA JOB DESCRIPTION

Job Title: **Maintenance Assistant**  
FLSA Status:  
Status: Full-Time  
Reports to: **Director of Property & Grounds**

Job Code:  
Job Grade: \$12 to \$15 hourly  
Department: Maintenance  
Revision Date: 10/11/2017

---

### POSITION SUMMARY:

Under the guidance of the Director of Property and Grounds and in accordance with the mission, policies and procedures established by the YMCA Board of Directors, the Maintenance Assistant is responsible for any grounds keeping, general housekeeping duties or repairs as assigned by the Director of Property and Grounds. In the absences of the Director of Property and Grounds, the maintenance assistant is expected to react to facility incidents requiring immediate resolution.

The person holding this position understands that character development is the chief mission of the YMCA and personally exhibits a commitment to this goal in all YMCA operations.

### ESSENTIAL FUNCTIONS:

1. Assist with the development of and implementation of an overall facility maintenance plan, including routine and preventive maintenance of all facility mechanical functions.
2. Performs maintenance of HVAC systems, basic electrical and plumbing work, and carpentry.
3. Assists with housekeeping when required.
4. Performs other duties as assigned by Director.
5. Represents the YMCA with key community organizations and events as required.
6. Performs other duties as assigned.

### 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. Minimum of High School diploma or the equivalent.
2. Three or more years of related experience with facility mechanical systems is required.
3. Knowledge of community resources is necessary.
4. Good verbal and written communication skills are essential.
5. Most possess a clear understanding of the YMCA as an organization and how the YMCA relates to and serves the community.
6. Basic math skills and the ability to apply math concepts such as percentages, fractions, ratios, etc. as they relate to facility maintenance.
7. Ability to define and solve problems, establish facts, and draw conclusions.
8. Ability deal effectively with people at all levels or responsibility and membership is required. Must be able to make judgement decisions readily.

### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Required to stand: walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel crouch, or crawl; talk and hear. May be required to climb or balance. Must be able to regularly lift or move up to 50 pounds. Vision abilities include both close vision and distance vision.
- While performing the duties of this job, the employee may be exposed to wet and/or humid conditions, heat and/or cold conditions, dirt, dust, vapors, and maintenance chemicals.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_