



OPPORTUNITY AWAITS

MAINTENANCE COORDINATOR – Full Time

The Fond du Lac Family YMCA is looking for a Maintenance Coordinator to develop, organize, and implement high-quality maintenance and basic responsive repairs to electrical, HVAC, plumbing and pool needs and assists in coordinating a clean-culture focused YMCA property department, including preventative maintenance as it relates to the YMCA and collaboration efforts with the Boys and Girls Club.

RESPONSIBILITIES:

- Assists in developing, implementing, and managing operating plans to ensure the proper operation of all mechanical systems.
- Fosters a climate of innovation and high quality clean culture throughout the facilities and grounds.
- Ensures YMCA facilities and grounds are secure during shift and report incidents and hazardous conditions.
- Responds to staff requests and member inquiries in a timely manner and works to resolve problems to ensure member satisfaction and promote customer service.
- Assures compliance with state and local regulations as they relate to building and facility maintenance, while adhering to deadlines. Ensures YMCA program standards are met and safety procedures are followed.

REQUIREMENTS:

- Six months or more related experience.
- Experience in mechanical electrical and plumbing systems, carpentry, and other maintenance related areas desired.
- Knowledge of computers required, knowledge of CMMS desired
- Must be able to easily move through all program areas. Excellent interpersonal and problem solving skills and effectively communicates and actively interacts with people of diverse backgrounds.
- Must be able to lift and carry (5 – 50 pounds)

WORK DAYS: Monday-Friday 8am-5pm, with flexible start/end time.

HOURS: Full time 40 hours/week

**WORK
AT THE Y!**



HOW TO APPLY

Email cover letter, resume & salary requirements to employment@fdlymca.org to apply.

**GREAT
COWORKERS**

CAUSE DRIVEN
Work with people passionate
about our community.

**FAMILY
ORIENTED**