



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Maintenance Coordinator**
FLSA Status: Full Time
Reports to: Property Director

Department: Building
Revision Date: 05/2021

POSITION SUMMARY:

Develops, organizes, and implements 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.

ESSENTIAL FUNCTIONS:

1. Positively models and reinforces YMCA's core values, mission statement, and relationship-building skills in all interactions.
2. Assists in developing, implementing, and managing operating plans to ensure the proper operation of all mechanical systems. Assists with custodial work and ensures high-quality clean-culture in a timely manner. Completes all duties listed on the daily schedule, checks and prioritizes incoming work orders and maintains upkeep of assigned area and equipment. Fosters a climate of innovation.
3. Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions. Responds to staff requests and member inquiries and complaints in a timely manner and works to resolve problems to ensure member satisfaction and promote customer service.
4. Assists in creating and managing budgets. Maintains accurate records and reports all completed and needed repairs. Identifies significant business, financial, and operating risks and financial irregularities, and communicates information to management. Assists in ensuring the Property department operates within the budget.
5. 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 while making revisions for department policies, plans, and procedures.
6. Perform all other duties as assigned.

YMCA COMPETENCIES:

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. 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.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.

Fond du Lac Family YMCA

90 W. 2nd Street
Fond du Lac, WI 54935

QUALIFICATIONS:

1. Six months or more of related experience. Experience in mechanical, electrical and plumbing systems, carpentry, and other maintenance related areas desired.
2. Ability to read and interpret instructions, procedures, manuals, and other documents.
3. Ability to report and record maintenance requests. Knowledge of computers required, knowledge of CMMS desired.
4. Ability to work independently and manage multiple issues with varying levels of priority
5. Ability and current license to drive with a record that meets YMCA standards.
6. Blood Borne Pathogens Training within 30 days of employment
7. Must be able to easily move through all program areas and effectively communicate and actively interact with employees and customers. Must be able to lift and carry (5 – 50 pounds)
8. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

WORK ENVIRONMENT & 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 the essential functions.
- Sufficient physical strength and agility to carry out essential duties.
- Ability to erect and stand on ladders and platforms at heights up to 30 feet.
- Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
- Ability to paint, clean equipment, and operate motorized equipment as needed.
- Ability to work in conditions that will create dirt and dust.
- Ability to perform essential maintenance to facility or equipment which may involve, but not limited to the following activities: semi – reaching to full-reach overhead; crouching; kneeling; shoveling; carrying, working in narrow and/or confining spaces: underground, overhead, and at ground level; twisting of the waist, shoulders, and legs; and lying on stomach and/or back.

SEND APPLICATIONS TO:

Fond du Lac Family YMCA
Attn: Human Resources
employment@fdlymca.org
90 W. 2nd Street
Fond du Lac, WI 54935