

CENTRAL CONNECTICUT COAST YMCA

JOB DESCRIPTION

POSITION TITLE: Maintenance Assistant
BRANCH: Alpha Community Services YMCA
PROGRAM: Jessica Tandy, 1708 Boston Ave., Bridgeport CT
REPORTS TO: Facility Director
Full time (40 hrs per week), non-exempt position

GENERAL FUNCTION

Under the supervision of the Facility Director, the Maintenance Assistant is responsible for the housekeeping and general maintenance of the shelter and transitional living program buildings as well as grounds and equipment related to these facilities. He/she will also maintain the housekeeping and maintenance of the Jessica Tandy Apartments and 1708-1712 Boston Avenue Apartments.

KNOW HOW

Incumbent must be at least 21 years of age and have a minimum of three years of experience and training in one or more of the following areas: custodial services, HVAC systems or general contracting. Incumbent must have knowledge and proven proficiency in most of the following:

- Operation of all janitorial duties including the use of cleaning chemicals and all related equipment and machines.
- Health and safety codes related to the buildings and programs
- Risk management assessment and emergency response strategies
- Strong knowledge of one or more of the following: plumbing, electricity, HVAC mechanicals or painting
- Ability to use hand tools, electric and non-electric.
- Communication skills required for working with members, residents, staff and volunteers.
- Operation of lawn maintenance equipment.
- Experience in preventive maintenance systems and working with outside contractors is recommended.
- Excellent communications skills required and fluency in both English and Spanish is recommended.
- Incumbent must have reliable transportation as travel between sites is required.
- Incumbent must be able to lift at least 50 pounds and possess the visual and auditory acuity sufficient to perform all duties and respond to emergencies

PRINCIPAL ACTIVITIES

- Maintain positive relationships with members, program participants, staff, and contractors consistent with our four character values of caring, honesty, respect and responsibility.
- Implement complete cleaning specifications for all facilities.
- Implement preventive maintenance program for all mechanical equipment as well as all appliances.
- Maintain appropriate inventory of equipment and supplies.
- Ensure that all repairs are made in a timely manner.
- Ensure that all buildings and grounds are maintained in accordance with approved YMCA, OSHA and/or other certifying agency standards..

- Positively represent the YMCA and maintain relationships with professional and community organizations/agencies.
- Participate in activities, workshops, conferences, etc. that will enhance personal and professional growth.
- All other duties within the Branch and the Association as assigned by the Facility Director, Program Director and the Executive Director.

EFFECT ON END RESULTS

- Facility and equipment quality is ranked as excellent by residents as evidenced by survey results.
- Maintenance and repair records are maintained and all equipment and facilities meet approved standards.
- Positive relationships are maintained with residents, staff, volunteers and outside contractors.