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CROSSROADS YMCA JOB DESCRIPTION

Job Title: **Metropolitan Maintenance Engineer**

FLSA Status: Exempt

Status: Fulltime

Reports to: Branch Executive Director or
Associate Executive Director

Department: Maintenance

Revision Date: 5/15/17

POSITION SUMMARY:

The Metropolitan Maintenance Engineer, in accordance with the policies of the association, will report to the Executive Directors of the Hammond and Southlake branches and be responsible for the overall maintenance of both buildings and property. This includes, but is not limited to, preventative maintenance of equipment, repair and purchase of HVAC, pool repair and maintenance, energy management system, and risk management responsibilities. This position requires close communication with executive directors responsible for management of facilities.

ESSENTIAL FUNCTIONS:

- Develop and maintain systems throughout the two branches.
- Responsible for repair of key mechanical equipment, HVAC at both locations.
- Development of preventative maintenance program for both branches. This should be in writing and on file.
- Maintains complete and readily available files on all YMCA facilities, utility systems, and equipment. (specification manuals, blue prints, maintenance logs, etc.)
- Consults and gains approval on all expenditures over \$250 with the Executive Directors.
- Regularly does systematic walk-thru of facilities with Branch Executive Directors to identify needs and agree on action plan.
- Communicate with Branch Executive Directors on issues to establish priorities and appropriate plan.
- Manages budgets relating to areas of responsibility.
- Coordinates major maintenance projects for both facilities including securing bids, and working with the Branch Executive Directors to not inconvenience members when possible.
- Effectively manage any energy management systems.
- Respond in case of emergency to maintenance issues to resolve concern quickly, safely, and most cost effectively.
- Identify when outside contractors are needed.
- Train appropriate staff to do basic maintenance on equipment and pool areas. This includes writing of procedures for reference.
- Ensure accessibility 24 hours per day, 7 days per week if emergencies should occur.
- Collaborate with staff to ensure a safe environment for employees and members.
- Set up training, bring outside resources when necessary.
- Coordinate monthly maintenance quality team.

YMCA COMPETENCIES (Team Leader):

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.

QUALIFICATIONS:

1. Minimum of five years' experience in comprehensive building maintenance.
2. Certification in HVAC EPA and general mechanical, plumbing and electrical skills.
3. Knowledge of building codes, OSHA, purchasing, blue prints, boilers and chillers.
4. Knowledge of pool maintenance and water chemistry is preferred.
5. Minimum age requirements of 21.
6. Ability to perform heavy physical activity.
7. Ability to adapt to changing working conditions.
8. Ability to maintain control even when distracted by noise and activity.
9. Management skills to plan, organize, and coordinate several jobs at multiple sites, while maintaining safety and cost effectiveness.
10. Supervisory skills, establishing priority, and coordinating projects.
11. Organization to keep appropriate files and records to ensure systems and policies are fulfilled.
12. Solving mechanical and pool problems.
13. Typical requirements within 30 days of hire include: completion of: 7 different on-line courses provided by Westbend Insurance Company; CPR; First Aid; AED; Bloodborne Pathogens.
14. Completion of YMCA program-specific certifications.
15. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____