



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

Position: **Lead Maintenance Worker (FT)**
Location: Downtown YMCA (161 W. Wisconsin Avenue, Milwaukee, WI)
Reports to: Property Director
Wage Range: \$11.15 - \$14.00 per hour (based on experience)

Major Responsibilities:

- Complete all maintenance and repair work lists as provided by the Facility Manager. Tasks will include routine plumbing, drywall repair, painting, electrical, carpentry, landscaping, snow removal, machine and vehicle servicing, etc.
- Lead Maintenance staff will be required to lead and supervise maintenance projects and maintain relationships with local vendors and contractors as directed by the Facility Manager.
- Complete all maintenance tasks in a timely fashion minimizing downtime due to facility failures ensuring a positive member experience.
- Assist with routine general maintenance such as simple room setups for meetings, moving furniture and performing heavier cleaning as necessary or as directed by the Facility Manager.
- Maintain all required logs, records and documentation necessary to uphold compliance with municipal codes, center procedures and association policy.
- Perform technically advanced mechanical repairs and maintain cleaning of building and grounds equipment as directed.
- Notify supervisor of supply stock shortages in order to maintain adequate inventories.
- Follow established purchasing guidelines and order supplies needed to maintain facility (up to supervisor approved limits).
- Maintenance employees will be required to travel to multiple YMCA Centers during the course of the work day or evening to complete repairs or maintenance service as necessary.
- Uphold and exemplify the principles of the YMCA Member Service Program.
- Perform all other duties as deemed appropriate by Supervisor.
- Employees are held accountable for all duties of the job.
- Responsible for strict adherence to all center/core service line policies and procedures related to equipment, chemical safety, employee conduct rules and other regulations.
- Build relationships with members, volunteers, guests and staff by embracing the community our YMCA serves

Qualifications:

- High school diploma or the equivalent required
- A minimum of 4 years of experience in building maintenance or a construction trade
- Applied knowledge of procedures, safety measures and commonly used concepts within multiple facilities disciplines is required.
- Must possess formal training or equivalent experience in the following areas:
 - Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) (can be obtained within 6 months of hire), Air Conditioning, Refrigeration, Architectural Woodworking/ Cabinetmaking, Bricklaying and Masonry, Electrical Technology/ Engineering, Landscape Horticulture, Sustainable Facilities Operation, Power Engineering and Boiler Operator, Welding Technology
- Must have mechanical aptitude and be able to read and write, follow instructions, and work with little or no supervision
- Must have a minimum of one year of related supervisory and/or leadership experience
- Must be able to lift a minimum of 70 pounds, routinely climb ladders/stairs and be able to bend or reach to any area in the facility requiring repairs

- Valid driver's license with the ability to work at a various locations during the course of a work day or evening
- Must be flexible in work scheduling to fulfill a variety of work shifts including work days and shift schedules (morning, noon, night) on occasion
- Must exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA

Benefits:

Excellent benefits include health/dental/life insurance, 12% fully paid retirement plan, free membership and discounted YMCA child care and other programs. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA.

Deadline: **July 18, 2016**

Apply Online: <https://apply.ymcamke.org>