



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ELWOOD FAMILY YMCA

Job Title: **Property / Janitorial Specialist**

FLSA Status: Non-exempt

Status: Part Time

Reports to: Chief Executive Officer

Job Code:

Job Grade:

Department: Occupancy

Revision Date: 7-22-18

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Directs the maintenance and improvement operations of YMCA facilities, including preventative maintenance and overall cleaning and upkeep of the facility.

ESSENTIAL FUNCTIONS:

1. Provides overall coordination of facility maintenance, including planning and developing preventative maintenance.
2. Ensures the proper operation of all mechanical systems.
3. Completes repair work and projects in a timely manner.
4. Works with Membership director to order cleaning supplies needed for facility.
5. Creates cleaning schedule that keeps facility clean at all times.
6. Participates with other members of management in the YMCA's fundraising campaign.
7. Advises management on maintenance issues and projects as requested.
8. Updates facility plans periodically. May develop annual plan of capital projects, consistent with the YMCA's strategic plan and community needs.
9. Ability to work up to 20 hours per week in facility cleaning.
10. \$8.75 - \$8.50 per hour starting wage based on experience
11. Performs other duties as assigned.

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.

YMCA OF THE USA

101 N Wacker Drive, Chicago IL 60606

P 800 872 9622 F 312 977 9063 ymca.net

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. High School Diploma or GED required.
2. Three or more years experience in facility management or closely related field preferred.
3. Working knowledge of mechanical, electrical and plumbing systems, carpentry, and other maintenance-related areas preferred.
4. CPR, First Aid and AED certifications required within 30 days of employment.
5. Ability and current license to drive with record that meets YMCA standards.
6. Familiarity with personal computers helpful.
7. Ability to respond to safety and emergency situations.

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.
- While performing the duties of this job, the employee is often required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, shovel snow, plow snow, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.
- The work is performed both indoors and out, and may require travel to various locations.
- While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____