



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SIDNEY-SHELBY COUNTY YMCA

Job Title: **Maintenance Assistant**

Status: F/T or P/T Hourly, Non-Exempt

Reports to: Operations Director

Department: Maintenance

Revision Date: 12/4/2025

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. Reports to the Operations Director, and performs duties related to maintaining the facility and grounds. May include duties related to pool cleaning, snow removal, grounds keeping, painting, light plumbing, and other related responsibilities.

ESSENTIAL FUNCTIONS:

1. Assist in overall facility maintenance and preventative maintenance.
2. Operate YMCA-related motorized and non-motorized equipment.
3. Complete assigned repair work and projects in a timely manner. Record and report all needed repairs to supervisor, and repair as directed within shift.
4. Ensure YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor.
5. Assist in set up/tear down for special events as needed.
6. Ensure that assigned equipment is maintained and operated in accordance with the policies and procedures of the YMCA.
7. Maintain maintenance workshop in an orderly manner.
8. Complete annual youth abuse prevention training and other related trainings.
9. Perform other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings,

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300 E. Parkwood Street
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strengths and limitations and how they impact relationships. 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. Six months or more of related experience preferred.
2. Working knowledge of mechanical, electrical and plumbing systems, carpentry, and other maintenance-related areas.
3. Ability to read and interpret instructions, procedures, manuals, and other documents.
4. Ability to report and record maintenance requests.
5. Ability and current license to drive with record that meets YMCA standards.
6. Knowledge of cleaning methods and equipment.
7. Basic understanding of the upkeep and care of equipment.
8. Understanding of cleaning compounds and chemicals, and their safe, efficient use.
9. 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, operate snow blower, 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.
- Sufficient physical strength and agility to carry out essential duties.
- Ability to work with 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.