



**Job Title:** Maintenance Staff  
**Branch:** Oakbrook  
**FLSA Status:** Non-Exempt (Hourly) Part-Time  
**Reports To:** VP of Programs  
**Job:**

<u>Grade</u>	<u>Min.</u>	<u>Mid.</u>	<u>Max</u>
<b>II</b>	<b>9.35</b>	<b>11.70</b>	<b>14.00</b>

**Revision Date:** 10 February 2016

**GENERAL STATEMENT OF DUTIES:**

Under the direction of the Branch Director, the Maintenance Staff will be responsible for the maintaining the facility, grounds, and furnishings of the Summerville Family YMCA in a clean and attractive manner.

**PRINCIPLE ACTIVITIES:**

- Basic plumbing repair and maintenance including, but not limited to, residential and commercial toilets, sinks, and outdoor water supplies.
- Basic electrical repair and maintenance including, but not limited to, residential and commercial interior and exterior lighting, sports field lighting, and emergency lighting.
- Basic sports field repair and maintenance including but not limited to turf planting and fertilization, and hydration.
- Basic sports field design for safety, space, and efficiency including vehicular and pedestrian traffic.
- Basic sports field construction using field marking and measurement equipment.
- Provide assistants in all special projects as requested.
- Any other duties assigned by Branch Director.
- Maintain checks on the maintenance, cleanliness, repairs, and safety of YMCA facility.
- Perform landscape and maintenance duties to responsible areas of building and grounds.
- Provide necessary security of facility and equipment to insure little or no loss.
- Able to maintain outside facility with necessary equipment (ie. Weed eater, mowers, etc.).

**ABILITY TO:**

- Set an example for the members by displaying YMCA Core Values: caring, honesty, respect, responsibility and faith.
- Establish and maintain cooperative relationships with members, staff, and others contacted in the course of the work.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, orally and in writing.

**EDUCATION:**

High school diploma or currently enrolled.

**SUMMERVILLE FAMILY YMCA**

140 S. Cedar Street, Summerville, SC 29483

**P** 843 871 9622 **F** 843 821 3127 [www.summervilleyymca.org](http://www.summervilleyymca.org)

**Physical Demands**

Carrying

Climbing

Crouching

Kneeling

Lifting

Pulling

Pushing

Running

Standing

Sitting

Stooping

Walking

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Maintenance Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Branch Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
YMCA CEO Signature

\_\_\_\_\_  
Date