



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **Maintenance Technician, Full-Time, Multiple MetroWest locations**

At the MetroWest YMCA, our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you! **Competitive pay and benefits! Pay \$22.00 - \$25.00 per hour based upon experience and credentials!** Equal Opportunity Employer.

### **Position Summary:**

The **full time Maintenance Technician** performs both scheduled and as-needed maintenance to all programs at MetroWest YMCA. We are looking for someone who enjoys different projects, interactions with many people and helping solve problems or prevent problems with knowledge of safety regulations. This person will have some on-call responsibilities for the site after hours.

### **Essential Functions:**

- Receive CMMS generated Work Requests from Property Manager.
- Receive special instructions not on CMMS tickets. Complete these tasks.
- Ability to follow instructions and to communicate effectively with Property Manager
- Ability to take a hands-on approach to completing work requests.
- Operate a CMMS for all work orders.
- Review systems including fire alarm, security, grounds, snow removal under direction of Property Manager.
- Special responsibility to potentially manage building/vehicle inspections, inventory control, or other needs.
- May be asked to meet with contractors or service technicians as needed.
- Must be proactive in approach to maintenance needs; be able to see and remedy potential hazards/needs.
- Attend trainings as needed.

- Complete paperwork in a timely and legible manner.
- Must know and adhere to boundaries with children and staff.
- Drive agency vehicle to pick up supplies as needed.
- Manage receipts from purchases.
- Respond to after-hours emergency calls and/or delegate emergency calls.
- Will provide snow removal needs including use of snow blower/shoveling as needed.
- Other duties as assigned.

### **Minimum Requirements:**

- Must be 18 years of age or older with a high school diploma or GED.
- At least 2 years of experience in a related field.
- Valid driver's license with satisfactory driving record; CDL license preferred.
- Strong technical skills and knowledge of all building systems.
- Able to manage multiple projects, service requests, and needs of the agency simultaneously.
- Must possess strong technical knowledge regarding electrical, plumbing, HVAC, mechanical.
- Strong computer skills.
- Must possess exceptional customer service and communication skills.
- Understand the boundaries of the job relating to the children and families that we provide services for.
- Certified Pool Operator preferred.
- Complete mandatory online training prior to start date.

### **Physical Demands:**

- Constantly moves about for extended periods of time, positioning self to access various areas.
- Regularly handles, adjusts or controls various tools and equipment.

- Requires ability to thoroughly inspect, detect and assess appearance, function and condition of equipment, buildings and grounds.
- Frequently ascends and descends stairs and ladders.
- Must have ability to lift, transport, and stack supplies, furniture and materials weighing up to 70 pounds.
- Work is performed indoors and outdoors and while performing the duties of the job may include exposure to weather conditions prevalent at the time.
- Regularly exposed to dust, dirt, cleaning products, chemicals and solvents.
- 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.

**To Apply:** Download the [application](#) and email it including a resume to [Employment@Metrowestymca.org](mailto:Employment@Metrowestymca.org)