



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Properties and Facilities Manager

POSITION SUMMARY:

Performs maintenance duties in maintaining building, adjacent walks and grounds, and equipment in clean, orderly and functional condition. Also performs general cleaning. Provides assistance to staff, visitors and other employees as necessary.

ESSENTIAL FUNCTIONS:

1. Ensures Y is attractive and clean by completing all duties listed on the daily schedule and maintains upkeep of assigned area and equipment. May perform wet and dust mopping, dusting, trash removal, recycling, window washing, pool cleaning, painting, vacuuming, seasonal activities dealing with lawn care and snow removal, and general cleaning.
2. Operates related motorized and non-motorized equipment.
3. Records and reports all needed repairs; repairs as directed.
4. Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor.
5. Minor carpentry, electrical, mechanical and plumbing repairs.
6. Performs touch up and finish painting.
7. Clears snow from entrances and walkways.
8. Participates in general cleaning, painting, and repair work.
9. Uses hand tools and power tools in making minor maintenance repairs and maintaining grounds and walks.
10. Other duties as assigned