PHILADELPHIA FREEDOM VALLEY
JOB DESCRIPTION

JOB TITLE: Maintenance Mechanic
LEVEL: 8
SUPERVISOR: Facility Director/Assistant Director

POSITION PURPOSE
Under general supervision, plan and perform repair of buildings, mechanical and/or electrical equipment, plumbing, and HVAC systems; manage pool chemicals and filtration systems, repair fitness and other program equipment; perform maintenance of grounds; operate heavy equipment; ensure a safe, clean and healthy environment and a positive member experience.

ESSENTIAL FUNCTIONS
- Plan and perform any maintenance projects such as repairing walls, doors, locks, windows, floors, stairs, carpets, tiles, plumbing, lighting, HVAC, and fitness equipment.
- Coordinate project with staff schedules, ensure a safe work site and limit disruptions to members.
- Ensure appealing grounds, operate lawn maintenance and snow removal equipment as requirement.
- Maintain pool filtration systems and ensure proper daily pool chemical balance.
- Manage preventive maintenance on all facility systems. Ensure that all required preventative maintenance is completed.
- Maintain records of vehicle maintenance and ensure timely maintenance. Inspect vehicles on a weekly basis, perform routine maintenance to interior, fill tires, clean exterior and clean interior. Ensure all documents are available.
- Routinely assess facility for safety, cleanliness, functional systems and equipment and resolve or report to supervisor.
- Maintain closets and shop areas in neat, organized and safe condition with all supplies and chemicals properly labeled.
- Wear proper uniform, nametag and maintain a neat, clean appearance.
- Maintain a positive image and demeanor and ensure member satisfaction.

OTHER DUTIES AND RESPONSIBILITIES
- All Philadelphia Freedom Valley YMCA Staff is responsible for the following:
  - Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy
  - A continued commitment to member satisfaction by ensuring excellent Member Experience
  - Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.
  - Ensuring the overall cleanliness of the facility
  - A commitment to Diversity and Inclusion
  - Keeping the children in the care of the PFVY and participating in programming within the branches safe from harm and reporting signs and suspicions of abuse when necessary to the requisite state agency

ENVIRONMENTAL CONDITIONS
Exposure to wet and/or humidity, high levels of noise, exposure to weather, exposure to toxic or caustic chemicals

The Philadelphia Freedom Valley YMCA is an equal opportunity employer. The Y considers all applicants for employment without regard to race, color, religion, sex, national origin, age, physical or mental disability, or status as a Vietnam-era or special disabled veteran or other protected classification and in accordance with applicable laws.
PHYSICAL REQUIREMENTS
Ability to express or exchange ideas by means of spoken word to impart oral information and to convey detailed, spoken instructions to staff, members, and volunteers accurately, quickly, and loudly; ability to perceive the nature of sounds by ear; ability to climb ladders and scaffolding; ability to lift up to 50 lbs.; ability to maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; ability to stoop, crouch, kneel, and crawl; ability to sit or stand for long periods of time; ability to clearly see at 20 inches or less and 20 feet or more; ability to judge distances and spatial relationships so as to see objects where and as they actually are

REQUIREMENTS
- 18 years old with a high school or technical high school diploma, GED, or equivalent and 3-5 years of building maintenance experience.
- Knowledge of several trades such as electrical, carpentry, plumbing and HVAC. Certification is preferred.
- Valid driver’s license.
- Ability to read, write, and utilize a personal computer.
- Ability to organize projects.
- Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence
- Acquire and maintain the following certifications:
  - CPR Pro/AED/O2 (valid 2 years unless otherwise noted)
  - First Aid (valid 2 years unless otherwise noted)
  - Requisite Redwoods Online Trainings (valid 2 years unless otherwise noted)
  - CPO Certification within 90 days

OTHER
At the YMCA we value the following attributes in personal character and behavior and believe that they are essential to attaining our mission:

CARING  Showing a sincere concern for others.
HONESTY  Be truthful in what you say and do.
RESPECT  Follow the Golden Rule.
RESPONSIBILITY  Be accountable for your promises and actions.

OUR MISSION
To translate the principles of the YMCA's Christian heritage into programs that nurture children, strengthen families, build strong communities and develop healthy minds, bodies and spirits for all.

Employee Name: ________________

Signature: ________________  Date: ________________

Supervisor: ________________