

# JOB DESCRIPTION

Aberdeen Family YMCA  
5 South State Street  
Aberdeen, South Dakota 57401



## Position: Facilities Coordinator

**Supervisor:** Facilities Manager

**Position Type:** Full-time

**Last Updated:** June 2023

**Position Status:** Non-Exempt

### GENERAL DESCRIPTION:

The Facilities Coordinator is responsible and accountable for various maintenance duties and handles service requests requiring technical knowledge and skills in the areas of HVAC repairs and adjustments, electrical installations, plumbing, exercise and other equipment repairs and light carpentry/construction. Assists the Facilities Manager with all Aberdeen Family YMCA properties.

**ESSENTIAL FUNCTIONS:** *Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable.*

- Availability to work varied hours; early mornings, days, evenings and weekends. A core schedule will be determined, but flexibility is required to handle service requests and routine maintenance that may be required outside of core work hours.
- Assists the Facilities Manager in the maintenance functions to ensure safe and efficient operation of the maintenance department so that the facility is safe and presentable for employees and YMCA members and guests.
- Inspects YMCA's properties and grounds, monitors maintenance and up-keep of all mechanical equipment including, but not limited to, water heaters, HVAC units, etc.
- Recommends to the Facilities Manager potential improvements to the overall operation of the YMCA properties.
- Works to ensure a positive workplace culture.
- Ensures safe work practices are being followed.
- Responds to service requests, work orders and concerns in timely manner.
- Performs on-call maintenance emergency service as required.
- Diagnoses and troubleshoots mechanical and structural problems and complete appropriate records.
- Responsible for monitoring and/or controlling maintenance inventory and/or supplies.
- Works along with general maintenance staff in maintaining grounds and common areas and keeping them free of trash and debris.
- Ensures proper maintenance of company vehicles including Youth Development Center vehicles.
- Ensures completion of various daily, weekly and monthly reports in a timely and accurate manner.
- May oversee contract work for facility repairs and enhancements as directed by the Facilities Manager.
- Working with vendors to obtain costs of supplies or necessary repairs. Submitting information to the Facilities Manager for review/approval.
- A willingness to commit to the mission of the YMCA.
- Working with all staff promoting YMCA membership, programs and services.
- Promote and incorporate the YMCA's mission, four core values and areas of focus into all program activities.

- Ability to establish and maintain harmonious relationships with staff, volunteers, members and the general public.
- Responds to all member and community inquires and complaints in a timely manner.
- Responds to emergency situations in accordance with CPR, First Aid and Aberdeen Family YMCA policies and procedures. Completes incident and accident reports as required.
- Be involved in community activities to the benefit of the YMCA and its programs.
- Attend and participate in staff meetings and/or related meetings and approved trainings.
- Assist with special events as needed and as directed by the Facilities Manager.
- Actively participates in YMCA events.
- Complete other duties as assigned.

**JOB REQUIREMENTS, PREFERRED EDUCATION, TRAINING, AND WORK EXPERIENCE:**

- Associate's Degree or specialized trade school to prepare for building maintenance and 3-5 years of related experience or equivalent combination of education/experience.
- Valid driver's license required.
- Air-Conditioning, Heating and Refrigeration (AHRI) Certification preferred.
- Certified Pool Operator (CPO) required or must obtain after hire.
- CPR-PR (CPR for Professional Rescuer) required (may be obtained after hire)
- First Aid Certification required (may be obtained after hire)
- Must have demonstrated hands-on technical work experience in the areas of plumbing, electrical, carpentry/construction, HVAC, etc.

**ESSENTIAL FUNCTIONS – PHYSICAL & MENTAL REQUIREMENTS:** *Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.*

- Frequently required to reach with hands and arms.
- Frequently required to stand and walk.
- Frequently required to bend, twist and/or climb.
- Frequently required to lift up to 50 pounds.
- Frequently required to talk or hear.
- Moderate concentration/intensity, which may include prolonged mental effort.
- Normal memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making.
- Normal time pressure of decision making. Occasional increased time pressure for emergency repairs.
- Frequently requires working at heights on ladders, lifts and scaffolding. At times in excess of 30 feet.

**COMPETENCIES:** *To perform this job successfully, the employee will demonstrate the following competencies to perform the essential functions of the position.*

- **Adaptability, Analytical Skills, Attention to Detail, Collaboration, Cooperation, Customer Service, Dependability, Initiative, Judgment, Leadership, Mission Advancement, Motivation, Oral and Written Communication, Personal Growth, Planning and Organization, Problem Solving, Professionalism, Quality Management, Safety and Security, Self-Control, Stress Tolerance, Teamwork.**

**WORK ENVIRONMENT:**

- The noise level in the work environment is usually moderate, occasionally loud when working with equipment or some tools.
- The pool environment is warm and humid.

- The boiler room environment can be warm and humid.
- Wet or humid conditions.
- Work near moving mechanical parts.
- Work in high, precarious places.
- Fumes or airborne particles.
- Toxic or caustic chemicals.
- Outdoor weather conditions.