

## **CAMP MANITO-WISH YMCA** **JOB DESCRIPTION**

Position Title: Maintenance Technician  
Reports to: Assistant Property Manager  
Type: Fully benefited, year around hourly, 40 hours/week  
Wage: Competitive and commensurate with relative experience  
Date: October 2020

### Position Summary

Camp Manito-wish YMCA is a dynamic organization. Annually we serve 4,000 guests on our 320+-acre property. Parts of our facility are year-round, others are seasonal. Our property includes 65 buildings, 2 commercial kitchens, over 20 wells, 90 toilets, and 30 furnaces. Under the direct supervision of the Assistant Property Manager and the direction of the Property Manager, this position assists with the critical maintenance and operational needs of this dynamic facility.

The qualified candidate must be an organized self-starter who works collaboratively and is able to manage priorities and pivot workflow based on the needs of the organization. The Maintenance Technician must be skilled in plumbing, electrical, carpentry, grounds keeping and mechanical skills. The chosen applicant can expect to use a variety of these skills to monitor and troubleshoot mechanical and HVAC systems, perform necessary plumbing and electrical repairs and upgrades, inspect and maintain a fleet of trailers and vehicles, drain and winterize buildings, help to maintain the grounds of a 320+ acre property, and much more.

### Essential Functions

To carry out the responsibilities associated with the job, the Maintenance Technician must be able to perform the following functions unaided, or with assistance of a reasonable accommodation:

- Maintain a safe and pleasing environment for the operation of the programs offered by Camp Manito-wish YMCA.
- Maintain positive relationships with all customers and communicate effectively to diverse groups of individuals (i.e. Participants, parents, staff, alumni, vendors, contractors, etc.).
- Carry out facility maintenance and repair tasking and daily work projects as assigned.
- Lead team members during routine maintenance and repair tasks and in-house projects.
- Lead volunteer teams during various work projects.
- Carry out work tasks efficiently on a daily basis.
- Make recommendations to Assistant Property Manager/Property Manager as to maintenance and equipment needs of the Camp facilities and grounds.
- Help to maintain security on camp properties through direct daily observation.
- Share, when needed, with maintenance coverage needs of the facility during program operation.
- Ability to lift at least 50 pounds.
- Ability to read, write and assist in the organization and collection of maintenance records and data using computer technology.
- Help to maintain and promote good relations within the community.
- Assist in the pursuit of the organizations Strategic Plan.

## Know How

The following experience and skills are necessary to be successful in this position:

- High school diploma or the equivalent.
- 1 to 3 years of relevant experience with building systems and mechanicals (HVAC, plumbing, and electrical), vehicle/trailer inspection and maintenance, grounds keeping tools and equipment, and carpentry tools and principles.
- General understanding of the YMCA philosophies, values and programs.
- Ability to listen to instructions clearly and to accomplish work tasks independently.
- Understanding that the Maintenance Technician position is one of serving others in the Camp community.
- Ability to follow safety protocols while operating motor vehicles, various types of machinery and power equipment.
- Ability to follow safety protocols while performing job duties using correct body mechanics and personal protective equipment.

## Effect on End Results

The Maintenance Technician plays an important role in the overall success of the organization. It does this by:

- Helping to provide one of the basic services required for the organization to be successful; a safe, enjoyable, and functional environment.
- Helping to influence development for the future, so that the organization may continue to be successful in the pursuit of its goals.
- Helping to present a positive image to those new to camp, to our program participants, fellow full time and seasonal staff, our alumni and to those in our surrounding communities.