



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of PATERSON

Job Title: Boiler Room Operator & Maintenance Technician

FLSA Status: Non- Exempt; Fulltime

Leadership Level: Team Leader

Reports To: Facility Director & Facility Assistants; CEO & VP

POSITION SUMMARY:

Under the direction and supervision of the Facilities Director, the Maintenance Technician provides front line support to the program activities and staff by preparing and maintaining the physical properties, equipment and supplies of the YMCA of Paterson. This position bears the responsibility for recognizing and anticipating property needs as well as responding to staff and user reports of needs by initiating corrective measures. The Maintenance Technician's primary goal is to insure clean, safe, and attractive facilities for camp participants, visitors, and staff.

HOURS: _____ Monday – Friday

OUR CULTURE:

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.

LEADERSHIP COMPETENCIES:

- Operational Effectiveness
- Program/Project Management

RESPONSIBILITIES

1. Coordinate and implement of repair and preventive maintenance plan for grounds and facilities by performing a weekly walk through of property and structures
2. Respond to verbal and written maintenance requests submitted by staff. Assist other staff with maintenance or custodial projects as requested.
3. Follow risk management program to ensure safe practices are followed in handling chemicals and operation of equipment and to ensure the safe uses of facilities by members and staff.
4. Know YMCA of Paterson emergency procedures and assist / handle emergencies or special circumstances that may occur.
5. Responsible for day to day preventative items that could include painting, changing of filters for air units and/or pools, general plumbing, changing of light bulbs, etc.
6. Maintain plumbing, electrical and HVAC systems and inventories (bulbs, parts, etc)
7. Maintain painted surfaces, repainting as necessary due to wear or graffiti
8. Remove debris from roads, paths and program areas. Assist with snow/ice removal.
9. Ensure that facility and grounds cleanliness is a high priority for member satisfaction. To this end, perform custodial duties as necessary and support seasonal staff in their custodial responsibilities
10. Assist in maintenance, repair & upkeep of YMCA vehicles and other mobile work equipment.
11. Take ownership of concerns, questions, and problems, personally following through until resolved.
12. Completes all maintenance tasks in a timely fashion minimizing downtime due to facility failures ensuring a positive customer experience
13. Assists with routine general maintenance such as room setups for meetings, moving furniture and performing heavier cleaning as necessary or as directed by administration



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14. Assists in training, interviewing and onboarding of new maintenance staff
15. Exhibits personal and professional behavior in a manner consistent with the best interest of the Association, so as not to bring discredit to the Association; Maintains appropriate appearance, courteous demeanor, and positive attitude when dealing with children, staff, parents and all other visitors of the YMCA
16. Maintains boiler all year round and conducts routine maintenance and repair for boiler
17. Participates in meetings, groups, coalition, etc. that leverages and expands the YMCA of Paterson's cause, purpose and brand.
18. Participates in Y activities, such as committees, special events, Healthy Kids Day and Annual Campaign, holiday events, etc.
19. Performs other duties as assigned by direct supervisors, VP and CEO,

Qualifications:

- Be at least 18 years old.
- Must have the ability to communicate effectively. (Read and write).
- Bachelor's degree in related field or equivalent education/experience.
- Must be able to lift at least 35-50lbs.
- 1-3 year of experience operating & maintaining high-pressure boilers and auxiliary equipment; Valid New Jersey First Class 8 Boiler's License
- 2 years of basic electrical troubleshooting
- Three to five years' experience in facility management or maintenance discipline; requires journeyman knowledge such as framing, finish carpentry, plumbing, electrical, laminate, drywall and concrete work.
- Preferred experience in metal work, automotive and diesel mechanics, equipment maintenance, operation of heavy equipment
- Valid License and Clean driving record; Ability to transport materials and travel to various locations required.
- Demonstrated ability to work with others and manage multiple priorities.
- Broad understanding of construction, maintenance and repair techniques.
- Demonstrated ability to apply critical thinking in troubleshooting repair needs.
- Hands on capability in areas of plumbing, pool operation, electrical, vehicle maintenance, watercraft, gas and electrically powered tools, landscaping and other hand tools

Nothing in the job description restricts management's right to assign or reassign duties and responsibilities to this job at any time nor does it cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Job descriptions should never be misconstrued as an employee contract. All employees are "at will."