

# JOB DESCRIPTION

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



## Position: Facilities Assistant

**Supervisor:** Facilities Manager  
**Position Type:** Part-time

**Last Updated:** August 2023  
**Position Status:** Non-Exempt

### GENERAL DESCRIPTION:

The Facilities Assistant 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.*

- A core weekly schedule will be determined (20-30 hours weekly)
- Occasional on call requirements which could include weekends in coordination with Facility Manager schedule or absence.
- 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.
- 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.
- Diagnoses and troubleshoots mechanical and structural problems and complete appropriate records.
- May be 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.
- May 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.
- 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.
- Assist with special events as needed and as directed by the Facilities Manager.
- 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.
- 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.

Equal Employment Opportunity

Resumes and employment applications can be returned to the email address above or at 5 S. State Street, Aberdeen, SD 57401.

Applications can be found on our website at [aberdeenymca.org](http://aberdeenymca.org).