



## Facility Services – Maintenance Staff

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Prepared January 2024

### Title:

Facility Services, Maintenance Staff

Full-time; 40 hours per week

Salary: \$41,600 plus benefits

### Reports to:

Manager, Facility Services

### Position Summary:

The Facility Services, Maintenance Staff, is responsible for ensuring all YMCA Northumberland assets are clean and well-maintained through regularly scheduled maintenance shifts and other general maintenance tasks as assigned. The Maintenance Staff collaborates with YMCA staff, volunteers and members and demonstrates a willingness to contribute to the larger Association team environment. The Maintenance Staff ensures a work ethic that reflects the mission, vision, values and goals of YMCA Northumberland. The Maintenance Staff, who reports to the Manager, Facility Services, is responsible for ensuring that the quality and high standards of excellence in cleaning and maintenance systems align with the SAM 2.1 Standards.

### Responsibilities:

- Maintains and cleans all areas as assigned
- Demonstrates in depth knowledge of the policies and procedures of YMCA Northumberland to include WHMIS, Health and Safety and Child Protection
- Maintains assigned areas and equipment as required by regular established practices or emergency situations
- Responsible for maintaining general safety to include safe placement of tools, supplies and effective use of all entrances and exits to both interior and exterior environments
- Responsible for the organization of supplies and assets to include proper positioning of equipment and delivery/removal of equipment for program delivery as required
- Works at heights at times
- Lifts up to 45lbs
- Maintains exterior environment and necessary equipment as required by season
- Cleans and maintains pools as per Ontario Regulation 565/494
- Cleans and maintains the Hot Tub as per Ontario Regulation 565/428
- Conducts monthly inspections as per Joint Health and Safety Committee, Fire and Child Protection requirements
- Contributes to both small- and large-scale projects as required
- Seasonal on-call responsibilities as required
- Liaises with contractor and third-party providers as required
- Requires adhering to PPE (Personal Protection Equipment) standards
- Ensures safe operations and conditions of all vehicles both owned and/or leased
- Other duties as assigned

**Work Environment:**

- Travel is required
- Both inside and outside work
- Primarily regularly scheduled shifts; flexibility is required for emergency shift coverage and project work as required

**Competencies:**

- Member Focused
- Teamwork and Collaboration
- Effective Interpersonal Communications
- Results Focused

**Qualifications:**

- High School Diploma
- Experience preferred
- Mechanical aptitude an asset
- WHMIS training
- Certified Pool Operator an asset
- Police Vulnerable Sector Check
- Valid First Aid and CPR training
- Valid Driver's License

YMCA Northumberland welcomes and encourages applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process.

Please submit a letter of application and resume by Friday January 19<sup>th</sup>, 2024 to:

Kevin Matthews - Manager, Facility Services

YMCA Northumberland

339 Elgin, Cobourg, Ontario K9A 4X5

[kevin.matthews@nrt.ymca.ca](mailto:kevin.matthews@nrt.ymca.ca)

***Only those being considered for the position will be contacted.***