

Position: Gateway I and II maintenance

Type: full-time (40 hours/week)

Location: Gateway I & Gateway II

Reports to: YWCA CEO



Qualifications

High school diploma or equivalent. Must have prior supervisor experience. Must have the ability to lift heavy objects and operate machinery. Must have experience working with water heaters, electrical systems and repair, plumbing systems and repair, and building maintenance. Some knowledge of geo-thermal systems is preferred. Valid driver's license and good driving record. Ability to be bonded and pass drug test.

Responsibilities and Duties

Filter/Equipment Maintenance

- Inspect & repair plumbing & HVAC system.
- General walk through with inspectors for fire extinguishers, Ansul suppression system & sprinkler system.
- Drain and flush out the hot water tanks (one at a time), twice a year.
- Establish and follow a preventive maintenance schedule on all equipment, mechanical, electrical, water supply, and heating systems.
- Routine building maintenance – including painting, & routine repairs.
- Maintain equipment.
- Check water softener and add salt when needed.
- Check batteries in smoke detectors once a year and replace as needed.
- Test batteries in exit signs once a year. Change as needed.
- Daily walk through of building, checking for light bulb replacement, any problem areas needing attention.
- Inspect outside of building – lawn mowing, weed control, snow removal on sidewalks, pick up litter (including playground), etc.
- Walk through the building with the exterminator, opening every room and closet so they can be treated.
- Be able to operate Bed Bug heaters and prep apartments for heating.
- Daily check of all bathrooms & furnish with paper towels, toilet paper, & soap where needed.
- Check filters in entire building including all apartments and general areas every 3 months.
- Change filters on roof fans once a year.

Customer Service/Residents

- Prepare apartments for tenant move-in including repair work and cleaning in a timely manner.
- Accompany repair persons who come to service the building.
- Tend to jobs needing attention in a timely manner, per staff request.
- Responsible for the cleaning of floors/apartment and hallways/mopping, strip/wax.

- Be friendly and courteous toward staff and assist in a cooperative manner all servicemen and repairmen who work in the building.
- Assist in supervising community worker.
- Be friendly and courteous to customers, volunteers and guests.
- Be able to work rotating hours as needed.

On-call Schedule

- On call nights and weekends, if any maintenance problems occur.
- Cover emergencies at other YWCA sites, as needed.

Do other duties as assigned by supervisor.

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