

Greater Wichita YMCA Job Description

POSITION TITLE: Branch Maintenance Director I
REPORTS TO: Branch Director
FLSA CLASSIFICATION: Non-Exempt
DATE APPROVED: June 2025

GENERAL FUNCTION: Under the supervision and direction of the Branch Director, the Maintenance Director I will be responsible for the day-to-day maintenance of the branch facility which includes pools, preventative maintenance, plumbing, electrical and some HVAC.

MINIMUM ENTRY REQUIREMENTS

Education/Experience:

1. Minimum 26 years of age
2. High school diploma or equivalent preferred
3. Minimum of eight years' experience in a licensed trade; trouble shooting and mechanical equipment and facility repair processes (i.e. plumbing, heating, electrical, paint, construction, and concrete work)
4. Must have experience using computers and programs to include Microsoft Office
5. Valid Kansas driver license

Physical/Mental Demands:

1. Must be able to frequently perform the following physical activities; climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for extended periods of time, walk on uneven surfaces, lift-carry-move up to 60 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity to perform detailed tasks, and must be able to work both indoors and outdoors and be exposed to prevalent weather conditions
2. Must have ability to communicate effectively
3. Must possess problem solving, organizational and task management skills; ability to make independent and sound decisions in a rapidly changing environment
4. Must be detail oriented and exhibit a high degree of accuracy
5. Must demonstrate initiative and sound judgment
6. Must be able to relate to and work with diverse groups of people in a friendly and consistent manner
7. Must be able to work collaboratively as a team member as well as independently and lead by assigned goals, duties and deadlines
8. Must maintain a neat and professional appearance at all times

Job Requirements:

1. Commitment to the YMCA mission, vision and values
2. Must attend Greater Wichita New Employee Orientation
3. Complete POOL Operator (AFO/CPO), Cybex/Lifefitness, and Precor, and all other certifications in accordance to Conditions of Employment
4. Must have reliable transportation that is available to use during work hours, a current driver's license
5. Ability to work flexible schedule; including 2nd and 3rd shift and weekends

JOB RESPONSIBILITIES

Facilities Development:

1. Maintaining complete familiarity with all risk management procedures and policies.

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2. Assisting in managing all minor to major building and facility repairs across the Association.
3. Assisting in maintaining a standard inventory of supplies and equipment.
4. Ensuring safety throughout each facility and all programs.
5. Maintaining and repair all equipment and items used in a timely manner.
6. Maintaining all member areas properly and repair any deficiencies in a timely manner.
7. Performing preventive maintenance, adjustments, and basic repairs on
 - a. Plumbing
 - b. Electrical
 - c. HVAC
 - d. Painting/Patching/Drywall
 - e. Cabinetry/Millwork repairs
 - f. Pool systems
8. Maintaining Clean and Safe environment

Public Relations:

1. Responsible for being courteous and helpful to staff and members.
2. Responding to all inquiries and concerns within 24 hours.

Fiscal Management:

1. Working with accounts provided and within the approved budget.

Other:

1. Serving as a member of the association maintenance team performing specific duties which support the overall success of branch operations.
2. Communicating information promptly to all leadership and maintenance staff.
3. Attending applicable training and conferences to further professional development.
4. Child Abuse Prevention - Responsible for adhering to boundary policies, attending required training, reporting concerns, following mandated reporting policy, fulfilling job-specific responsibilities such as maintaining and securing unused areas, and ensuring proper sign-in/out procedures.
5. Supporting Strong Community campaign efforts.
6. All other duties as assigned.

EFFECT ON END RESULT: Achievement of the maintenance operational goals and objectives with high levels of satisfaction of members, participants and staff.

I have read the above job description and fully understand the responsibilities I am expected to perform and I feel I can carry out those duties as described above.

Staff Printed Name _____ Signature _____

Date _____

Supervisor Printed Name _____ Signature _____

Date _____