



## YWCA Madison - Job Description

**Job Title:** Assistant Maintenance Technician

**Department:** Maintenance

**Reports To:** Facilities Manager

**FLSA Status:** Non-Exempt

**Revision Date:** June 6, 2018

**Summary** The Assistant Maintenance Technician will function as a member of the larger YWCA facilities team with a primary responsibility for assisting in maintenance of YWCA properties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned. The job responsibilities cover most aspects of facility maintenance. Proficiency in all of them is not required; a good mechanical aptitude and the willingness to learn is most important.

### *Maintenance*

- Unit Turnovers including cleaning, painting, patching and other cosmetic repairs.
- Minor Plumbing repairs including the repair and/or installation of faucets, sinks, garbage disposals and toilets.
- Flooring Maintenance and installation
- Minor Electrical Repairs and diagnoses

### *Customer service*

- Respond to work orders from tenants and staff according to department protocol.
- Adheres to guidelines of Tenant/Landlord Law (i.e. right of entry, etc.).
- Maintain appropriate client boundaries & client confidentiality.
- Cultivate positive, helpful relationships with tenants and program participants.

### Qualifications

- High school diploma/equivalent of one to three years related experience/training.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Tools not required

### Knowledge, Skills and Abilities

- Must support the YWCA mission: eliminating racism and empowering women, and demonstrate the competencies listed in the YWCA Madison Competency Model.
- Ability to regularly lift and/or move up to 50 pounds.

- Ability to operate safely when working with or exposed to: moving mechanical parts; high, precarious places, vibration, fumes, airborne particles, toxic or caustic chemicals, and/or electrical equipment in accordance with OSHA regulations and other industry standards.