



## RACINE FAMILY YMCA JOB DESCRIPTION – MAINTENANCE TECHNICIAN

**Job Title:** Maintenance Technician  
**FLSA Status:** Exempt  
**Status:** PT or FT  
**Department:** Maintenance & Facilities  
**Reports to:** Maintenance Director  
**Pay Range:** based on experience

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**Racine Family YMCA:** *Where passion meets purpose. Where your skills make a difference.*

**About Us:** At the Racine Family YMCA, we're more than a gym; we're a movement dedicated to strengthening our community through youth development, healthy living, and social responsibility. Every role here matters, and yours could help keep the heartbeat of our mission strong.

**Position Summary:** The Racine Family YMCA is a dynamic, non-profit organization committed to transforming lives and communities, one person at a time. We are seeking a motivated, engaged, energetic Maintenance Technician who is ready to make a difference. This position will provide vision, leadership, and hands-on support for facility, vehicle, and grounds maintenance and facilities. We are flexible for Part-time (25 hours per week max) or Full-time (40 hours per week)—the full-time position comes with a complete benefits package.

### **Qualifications: What You Bring to the Y:**

- A High School Diploma or GED equivalent is required.
- 3-5 years of facility maintenance experience is required.
- 3-5 years of required electrical, plumbing, and HVAC troubleshooting, maintenance, and repair experience.
- 2-3 years of painting and minor carpentry required.
- A valid driver's license to travel from site to site is required.
- 1-2 years using Service Channel or equivalent maintenance systems.
- HVAC, Plumbing, or Electrical certification required
- Experience with Pool Pumps is a plus.
- Typical requirements within 45 days of hire include: completion of: Child Abuse Prevention; Working with Program Volunteers; CPR; First Aid; AED; Certified Pool Operator.
- Completion of YMCA program-specific certifications.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

## Essential Functions: **How You Make an Impact**

- Perform ongoing preventive maintenance and repair work to keep the facility safe and operational.
- Respond promptly, efficiently, and safely to maintenance issues, including mechanical, electrical, and plumbing (MEP) concerns.
- Ensure the branch is attractive and clean by completing all duties listed on the daily schedule and maintaining the upkeep of the assigned area and equipment, alongside the contracted cleaning company. May perform wet and dust mopping, dusting, trash removal, recycling, window washing, pool cleaning, painting, vacuuming, seasonal activities dealing with lawn care and snow removal, and general cleaning.
- Operates related motorized and non-motorized equipment.
- Records and reports all needed repairs; conduct repairs as directed.
- Ensures the branch building and property are secure during the shift and reports incidents and hazardous conditions to the supervisor.
- Maintains a communication plan with departments regarding facilities and maintenance.
- Generate work orders for repairs beyond internal capacity and ensure timely follow-up.
- Assist in maintaining a clean, well-kept grounds that reflect our commitment to excellence.
- Address facility and maintenance safety issues within 24-48 hours to ensure a safe environment for all.
- Keep all equipment properly maintained and in working order.
- Conduct facility inspections and ensure compliance with all state, local, and federal regulations.
- Assist the site team before, during, and after large-scale emergencies to ensure operational continuity.
- Follow and enforce safety guidelines, including OSHA regulations.
- Ensure proper function of all mechanical and electrical systems to prevent disruptions.
- Take on additional tasks as assigned to support the YMCA's mission.

## **The Y Way:**

**Documentation:** Keep accurate records of all maintenance activities, including tasks completed, materials used, and costs incurred.

**Safety Compliance:** Follow all company safety regulations and conduct safety inspections to ensure compliance and identify hazards.

**Responding to Requests:** Respond to maintenance and repair requests promptly, prioritizing tasks and communicating with management.

**Collaboration:** Work with other maintenance staff and external contractors on repairs, renovations, and facility expansions.

Job Description: **MAINTENANCE TECHNICIAN**

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**Technical Skills:** Use a variety of tools, including power tools, hand tools, and electrical tools, and read manuals, blueprints, and other technical instructions.

We hope you will join our Y family! Apply today!