



Job Title: Facility Specialist
(Part-time; Non-/Exempt 10-15 hr/wk)

Department: Maintenance/Fitness

Reports To: Fitness Director

Salary: Hourly / \$16.00-\$18.00

POSITION SUMMARY: The YMCA is seeking a dedicated and reliable **multi purpose facility specialist** to ensure the cleanliness, safety, functionality of our facility and surrounding grounds. This role is a blend of fitness maintenance technician, custodian, and groundskeeper duties, requiring a hands-on, proactive individual who takes pride in creating a safe and welcoming environment for members, staff, and guests.

JOB DUTIES

- Maintain punctual, regular, and predictable attendance.
- Must be responsible and pay attention to details.
- Must be able to work alone as well as collaboratively in a team environment with a spirit of cooperation.
- Maintain a positive image at all points of contact with members of the public.
- Assist program directors with specific tasks as assigned.
- Maintain professional attitude/manner and respectfully take direction from Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintenance:

- Perform general maintenance and repairs for assigned equipment in fitness center, and facilities, including plumbing, electrical, and basic carpentry.
- Troubleshoot and repair minor building issues (e.g., door hardware, leaks, basic wiring).
- Conduct regular inspections of the facility and document repairs or needed improvements.
- Operate basic hand tools and power tools as necessary.
- Assist with outdoor groundskeeping as needed.

Fitness technician:

- Maintain and Repair fitness and exercise equipment. Coordinate with the fitness department via Fitness Directors.
 - Light custodial duties: mopping, wiping down machines and equipment, dusting, etc.
 - Assist with special events
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QUALIFICATIONS

- High school diploma or GED required.
- 1–3 years of experience in building maintenance, custodial work, and/or landscaping preferred.
- Ability to operate hand and power tools, lawn equipment, etc.
- Strong attention to detail, time management, and problem-solving skills.
- Must be able to work independently and as part of a team.
- Must pass background check
- Ability to work flexibly and respond to emergency facility needs.
- Good communication and interpersonal skills.

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

- Must be able to lift/move a minimum of 50 pounds.
- Ability to lift/move a minimum of 50 lbs.
- Must be able to stand, walk, bend, kneel, and lift for extended periods of time.
- Must be comfortable working in various weather conditions.
- Ability to climb ladders and perform tasks at heights.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature: _____

Employer Representative: _____

Date: _____

The statements of this job description are intended to describe the general nature and the level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position.

Prepared By: Senior Health/Wellness Director

Approved By: Senior HR Director

Prepared Date: 3 / 2 / 2026

Approved Date: 3 / 2 / 2026
