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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Takodah YMCA
JOB DESCRIPTION
Updated 8/21

Job Title: Property Team Member
Incumbent: None
Classification: Hourly
Salary: \$20-\$23 an hour, health/life, PTO after 90 Days
Reports to: Property Manager

POSITION SUMMARY

Under the direction of the Property Manager and consistent with Takodah YMCA standards, the Property Team Member ensures the buildings, equipment, and property are in good operating condition. This person must be "hands-on" and able to perform basic to complex maintenance duties including conducting minor electrical and plumbing repairs, HVAC repairs, equipment repairs, light construction, and painting.

ESSENTIAL JOB FUNCTIONS

1. Perform regular checks on all buildings to ensure cleanliness and good repair
2. Perform maintenance and repair on buildings, grounds, vehicles, and equipment
3. Assist in overseeing the use and care of all maintenance equipment and supplies
4. Assist in maintaining appropriate inventory
5. Adhere to all local, state, federal and American Camp Association regulatory guidelines
6. Maintain and ensure compliance with required documentation of all MSDS manuals and all OSHA standards.
7. Responsible for using power equipment and tools, heavy and light machinery, and building materials related to engineering, construction, carpentry, plumbing, water/sewage treatment, electrical, HVAC, grounds-keeping, general maintenance, and auto/boat repair
8. During summer work an altered schedule to include some evenings and weekends
9. Other duties as assigned

OTHER JOB DUTIES

1. Assist others in safety and emergency situations
2. Support all Takodah YMCA plans, programs, events, and fundraising initiatives
3. Be an active and engaged member of the year round staff team

TAKODAH YMCA
32 Lake Street
North Swanzey, NH 03431
603-352-0447

CAMP TAKODAH
55 Fitzwilliam Road
Richmond, NH 03470
603-239-4781

info@takodahymca.org
www.takodahymca.org
www.camptakodah.org

PHYSICAL REQUIREMENTS

- Ability to understand and implement safety regulations and procedures
- Ability to communicate procedures and regulations to staff and guests
- Ability—both visual and auditory—to identify/respond to safety hazards and inform campers, staff, and guests
- Physical strength to lift equipment and supplies up to 50 pounds
- Physical mobility/endurance to perform tasks during prolonged standing, walking, bending, stooping, climbing a ladder and stretching
- Ability to safely and properly use power tools and equipment
- Ability to safely drive cars, trucks, tractors, boats, and other motorized vehicles
- Physical ability to assist guests in emergencies (e.g. severe weather, fire, evacuation, injury)
- Ability to work irregular hours, especially during the summer camp season?
- Ability to work with daily exposure to the sun, heat, and other environmental conditions

QUALIFICATIONS

- Must be able to perform semi-skilled maintenance and repair, which involves trade knowledge in one or more areas:
 - Carpentry
 - Electrical
 - Plumbing
 - Painting
 - Landscaping
 - Automotive
 - Small engine repair
 - HVAC
- High School Diploma or its equivalent; some college or technical training preferred
- Three years of experience in buildings/grounds maintenance
- Valid and current driver's license with record that meets YMCA standards
- Ability to pass a criminal background check
- Ability to work on a team, and relate and work well with others
- Ability to be a self starter and organizer
- Ability to accept guidance, direction, and supervision