



St. Paul

job posting

Position Title:	Maintenance Technician	Department:	Building Operations
Salary:	\$13.05 - \$15.00, DOQ	Scheduled Hours:	Monday – Friday 8:00 am – 4:30 pm

Position Summary:

Responsible for regular upkeep, repair and security of the YWCA's buildings and grounds.

Position Responsibilities:

1. Perform general repairs: paint; electrical, plumbing and furniture repairs; fix locks and doors; light bulb maintenance. Complete HVAC and boiler maintenance.
2. Maintain pool and spa area: check/adjust chemical levels; backwash pools; check/adjust temperatures; clean and change filters; vacuum pool area. Perform annual pool cleaning.
3. Maintain exterior perimeters. Remove snow from the surrounding sidewalks and parking lot. Remove all trash. Cut grass around parking lots and buildings, trim hedges and pull weeds.
4. Clean the Health & Fitness Center: mop floors; vacuum carpet; pick up and remove trash. Wash and dry towels. Serve as back-up for custodian staff.
5. Security: Make rounds in and outside of building. Check and lock all doors and windows. Set security alarms when applicable. Fill out incident and accident reports and work orders.
6. Back-up vehicle maintenance on all YWCA vehicles. Check oil, gas and transmission fluid levels; check air pressure in tires; check lights.
7. Assume night janitor staff and weekend staff duties when sick and/or vacation. On call one week per month.
8. Complete additional duties as assigned by supervisor.

Qualifications:

Certifications and Licensure:

- Valid Driver's License and proof of insurance (required)
- Boiler's License (required)
- Certified Pool Operator License (required)

Work Experience:

On the job training is provided. Experience in non-profit setting focusing on creating opportunities for women's growth, leadership and empowerment, and elimination of racism is highly desired.

Other Qualifications:

- Ability to lift 50-75 pounds
- Tight deadlines
- Work activities of a seasonal/cyclical nature
- Interruptions to work flow
- Work subject to precise measures of quality and quantity
- Agree to mandated child abuse reporting guidelines

The YWCA St. Paul offers competitive salary and benefits for eligible positions. The YWCA is an Affirmative Action/Equal Opportunity Employer.

To apply, send letter of interest, resume, and salary requirements to:

Human Resources, YWCA St. Paul fax: (651) 222-6307
375 Selby Avenue email: hr@ywcaofstpaul.org
St. Paul, MN 55102 phone: (651) 222-3741

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