



YMCA of Central East Ontario
Belleville & Quinte West Branches

POSITION VACANCY: Senior Maintenance Mechanic

EFFECTIVE: Immediately

REPORTS TO: Facility Services Manager

HOURS: Full Time

OVERVIEW:

The YMCA of Central East Ontario is a charity committed to strengthening the foundations of community. We are dedicated to helping people grow in spirit, mind and body.

All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Central East Ontario with a current and satisfactory Police Records Check with vulnerable sector screening.

GENERAL ACCOUNTABILITY:

The Senior Maintenance Mechanic will assist and support the Facility Services Manager for the Quinte Region to prove a high standard of building maintenance. Primarily responsible for ensuring the upkeep of facilities and equipment at the Belleville and Quinte West branches in order to provide quality experiences and ensure the safety of all members. This position will respond to various location facility needs and Association priorities as directed.

KEY RESPONSIBILITIES:

- Undertakes preventative maintenance and repairs to building equipment and responds to all work orders including HVAC equipment, pool operations, fitness equipment, fire safety/emergency equipment, building maintenance, etc.
- Ensures the safety of all members, property and self by following established Workplace Health and Safety practices and procedures including relevant legislation. Takes appropriate action related to repairs necessary to uphold a clean, safe and well maintained work environment while adhering to all YMCA of Central East Ontario policies and best practices.
- Takes appropriate action to rectify any problem, including coordinating third part contractors and providing supervision as required while repairs are being performed.
- Addresses repair deficiencies while ensuring that cost-effective methods are followed, while reporting all deficiencies to Manager. Tracks and records all work and inventory used to complete repairs.
- Responds to all emergencies and reports any and all maintenance issues to the Facility Services Manager or Regional General Manager.
- Retains records relating to building maintenance, in accordance with established standards.
- Keeps all equipment and tools in good repair.
- Under the direction of the Facility Services Manager, trains other personnel on new and existing equipment.
- Takes part in safety related courses or technology related courses applicable to position.
- Performs daily pool checks and makes chemical changes if necessary.
- Performs regular safety checks, i.e. fire extinguishers, emergency lighting, boilers and program equipment.
- Assists in keeping maintenance supplies orders up-to-date.
- Submits recommendations on equipment requiring rebuilding, replacement or upgrade.
- Provides support to development and maintenance of Facility department budgets.
- Demonstrates appropriate behaviours in line with our Mission, Vision and Values as reflected in our YMCA competencies; takes a member-focused approach to increase their understanding of programs offered across the Association.
- Represents the YMCA in a professional manner.
- Understands the importance of the volunteer-staff partnership and integrates the value of philanthropy and volunteerism in dealings with members, volunteers, donors and staff.

EDUCATION/TRAINING/QUALIFICATIONS:

- Secondary School diploma
- Post-secondary education an asset
- Mechanical Aptitude
- Knowledge of general cleaning and basic maintenance such as patching dry wall, painting, plumbing, etc.
- Basic proficiency in use of Microsoft Office, Email, Internet and Building Automation Systems
- Valid driver's license and own vehicle with vehicle liability insurance for transportation between branches and to pick up supplies from a variety of suppliers
- Troubleshooting skills
- Preventative maintenance skills

EXPERIENCE:

- Minimum 5 years related experience in skilled trades and/or building maintenance, preferably in one or more of the following areas: electrical/plumbing, operating engineering/pneumatics, mechanical, HVAC

CORE COMPETENCIES:

1. Integrity	Demonstrates responsible behaviour at all times and maintains high ethical standards.
2. Service Orientation	Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience.
3. Commitment to Organizational Vision and Values	Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA.
4. Concern for Health and Safety	Acknowledges and understands how to manage and educate others of risk and harm reduction.
5. Teamwork	Participates actively in a team for organizational effectiveness.
6. Initiative	Does the right thing at the right time without being asked.
7. Self-Management	Works independently within prescribed parameters, can discern the relevance of issues and communicate them effectively to their supervisor.

All interested candidates are to submit a letter of application and resume to:

Carly Butterworth

HR Manager

YMCA of Central East Ontario – Balsillie Family Branch

123 Aylmer St. S., Peterborough, ON, K9J 3H8

carly_butterworth@ymca.ca

Applications will be received until **September 25, 2017**

We appreciate your interest in a career opportunity with the YMCA of Central East Ontario. Please note that only those selected for an interview will be contacted.

The YMCA of Central East Ontario is committed to an environment that is barrier free; if you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation. The YMCA of Central East Ontario values the diversity of people and communities and is committed to excellence and inclusion in our Association.