



Position: Facilities Specialist

Status: Non-exempt, Full-time

Salary: \$18.00 - \$21.50 per hour

Reports to: Facilities Manager

About YWCA Central Carolinas:

YWCA Central Carolinas is on a mission to eliminate racism, empower women and promote peace, justice, freedom and dignity for all. Since 1902, YWCA has evolved to meet the needs of the surrounding community. Today, our programs include transitional housing, youth literacy programs, racial justice and advocacy work, and a co-ed fitness center.

Position Objectives:

Works in a small team to maintain day-to-day facility operations for YWCA's two transitional housing programs (serving approximately 100 participants in a residential tower and ten townhomes at the rear of the property), fitness center, administrative offices and one offsite youth learning center building.

Duties and Responsibilities:

Maintains High Work Standards

- Sets and maintains high performance standards.
- Pays close attention to detail, accuracy and completeness.
- Shows concern for all aspects of the job and follows up on work outputs.
- Demonstrates knowledge and skills for general aspects of the job.
- Adheres to organizational policies and procedures, including consistent attendance and punctuality.
- Completes work in a timely and consistent manner.

Ensures Building Safety

- Performs on-going inspection of buildings and grounds to continuously upgrade facility and ensure safety of members, participants and staff.
- Provides related risk and safety information to supervisor and assists in scheduling regular staff safety drills.
- Supports maintenance of sound safety systems, fire alarm systems, smoke and sprinkler systems, emergency exits, fire extinguisher and posted evacuation plan according to fire code.

Performs Preventative Maintenance

- Performs a variety of maintenance tasks related to pool facilities (including plumbing, circulation, filtration and sanitation systems); exterior maintenance (including landscaping, irrigation and snow removal); and building envelope (roof, brick façade, windows, doors, etc.).
- Completes needed routine maintenance of systems and equipment.
- Proactively communicates with supervisor and appropriate staff on future facility needs.
- Maintains all YWCA tools and equipment in clean, safe and in working condition.

Supports Facility Maintenance

- Responds to assigned maintenance work order requests and maintenance emergencies, diagnosing and repairing building equipment as necessary.
- Performs room/townhouse flips, which includes general repairs, maintenance tasks, furniture replacement and cleaning.
- Helps coordinate site appointments for any contract labor to ensure quality services are performed and escorts vendors while they perform scheduled work, consistent with YWCA visitor protocol.
- Ability to work in a fast-paced, team-oriented environment with little to no supervision.

Education and Experience:

High school diploma or equivalent preferred. A minimum of one year of experience in property maintenance in a high use commercial and/or residential building required. Ability to work irregular work hours, including nights and weekends on occasion to provide on-call support for facility emergencies. A valid North Carolina or South Carolina

driver license with three years of driving experience required. Position requires staff to their drive personal vehicle and a 15-passenger bus as needed. Experience working with pools or in a fitness center setting preferred. Additional experience in a specialized trade preferred (plumbing, electrical, HVAC, carpentry, etc.).

Proficiency working with a variety of basic and specialized hand and power tools. Basic knowledge of building equipment, building codes and building systems. Ability to read and interpret documents with strong attention to detail – safety rules, operation and maintenance instructions, hydraulic and electrical prints, etc. Basic computer skills including email and a work order database. Ability to multi-task and prioritize multiple projects efficiently. Good communication skills and the ability to relate to members, participants, volunteers and YWCA staff.

Benefits:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Long-term Disability Insurance
- Short-term Disability Insurance
- Flexible Spending Account/Health Savings Account
- Dependent Flexible Spending Account
- 9 Paid Holidays and 3 Floater Holidays
- 19 days of Paid Time Off (increases in accrual at 2, 5, 7 and 10 years of employment)
- Extended Sick Leave
- Family Leave
- Volunteer Time Off
- 403(b) Retirement
- YWCA Retirement Fund (7% contribution made on your behalf after 2 years of employment)
- Employee Assistance Program
- Free YWCA Fitness Center Employee Membership (discounted family membership available)

Physical Demands:

The physical requirements described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform their job. Required certifications for the position may have stricter physical requirements and when those conflict with the job description, YWCA will follow the requirements in the certification.

Must be able to work in, on, around, over and under fixed equipment, power tools and machinery, manipulate heavy equipment, tools and supplies and/or exert 100 lbs.; concurrently manipulate multiple controls and machinery; work in hazardous or irritating environments, confined spaces and adverse weather or temperature conditions; and wear and work in personnel protective equipment. Frequently ascend or descend ladders, stairs, scaffolding, ramps. Move to accomplish tasks or moving from one worksite to another. Operates motor vehicles or heavy equipment as needed.

Other Information:

Employment with YWCA Central Carolinas is contingent on successfully passing all of our pre-employment screenings, including but not limited to: a drug screening, reference checks, proof of certification (if applicable) and a background check. If applicable to the position, YWCA Central Carolinas employment may be contingent on a candidate meeting driver approval criterion as determined by motor vehicle record background check.

YWCA fully subscribes to the principles of equal employment opportunity and is committed to complying with all regulations under federal, state and local law. Recruiting and employment decisions are based on qualifications and capabilities to perform the essential functions of the job.

To apply, please go to our website: <https://ywcacentralcarolinas.org/work-with-us/>