



Job Title	Maintenance Technician	Department	Facilities
FLSA Status	Non-Exempt, Hourly	Reports to	Facilities Manager
Classification	Full-Time	Revision date	06/2019
Schedule	Monday-Friday	Hours	7AM – 4PM
Pay	\$15.25	Benefits Eligibility	Yes

About Us

YWCA Glendale is a nonprofit organization and local association member of the YWCA USA. YWCA Glendale unites in the following statement of the mission of the YWCA USA and is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom, and dignity for all. YWCA Glendale’s purpose is to ensure the health, safety, and economic empowerment of women, children and families and to strengthen communities to prevent and break the cycle of domestic violence. YWCA Glendale provides resources and support to survivors of domestic violence and their children and through our education and prevention efforts we empower women, girls and families to build healthy relationships, achieve self-sufficiency, and live free from violence.

Position Summary

The Maintenance Technician is responsible for ensuring the cleanliness, safety and functionality of YWCA Glendale’s Lexington Campus and its Sunrise Village Residential Emergency Shelter.

YWCA Glendale’s Lexington Campus is located at 735 E. Lexington Drive in Glendale, CA. The campus consists of three (3) existing buildings with basements for a total approximate square footage of 44,000 SF. Building #1 – the main office (1st and 2nd floor 13,880 SF) was built in 1939. Building #2 – the gym (20,230 SF including the basement) was built in 1948. Building #3 – the pool (9,980 SF including the basement) was built in 1955 but is now decommissioned. The Campus is home to our Domestic Violence Service Center (the Center), recreation programs and serves as community center and as a facility for Head Start Preschool.

Sunrise Village is a confidential location and serves as our domestic violence emergency shelter. On the lot are two, detached structures. Building #1 is a two-story, 3,360 SF, residential main living building with five bedrooms. Building #2 is a 460 SF, detached garage.

The Maintenance Technician provides maintenance services as needed and/or; assisting in a wide variety of maintenance activities; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools, materials and vehicles are maintained in good working order and are available at job site when needed. Work will be performed for YWCA Glendale’s Lexington Center offices, recreation and common space areas, Head Start/Early Head

Start offices, classrooms, outdoor areas and other spaces used by community members and the residential emergency shelter.

The position includes access to information of a confidential nature. Strict adherence to agency procedures and protocols is required.

Essential Tasks

These are core functions of the job. Competent performance of all essential tasks is critical to the continued employment of the employee in this position.

- Keep center facilities and equipment clean and sanitized in accordance with programmatic, local, state and federal regulations.
- Handle work order repairs, as needed. Must be able to respond to emergency service calls with urgency. Use the work order software system via cellular phone in accessing work orders. All work orders must be updated as work orders are opened and completed.
- Must perform building services and repairs in compliance with all safety and environmental standards. Employee is required to use proper personal protective equipment or back support provided by the YWCA Glendale whenever performing a job that requires PPE or lifting heavy objects.
- Maintain the company vehicle clean and neat. Keep safety in mind while using the company vehicle. Report any work injury or vehicular accident to the Facilities Manager. Incident Reports must be completed and submitted immediately after an accident and/or incident occur.
- Provides routine maintenance such as replacing light bulbs, minor plumbing repairs, lock replacements, carpentry, painting and other minor general repairs at center level or residential emergency shelter, and assembling furniture, and maintaining equipment used in the course of work.
- Performs scheduled cleaning duties in all classrooms, break rooms, restrooms and office spaces throughout the day.
- Restocks supply closets, hand washing supplies, cleaning and sanitation supplies at the site. Document and inform supervisor in a timely manner when cleaning supplies and janitorial/maintenance supplies need to be ordered.
- Assure that cleaning supplies and other toxic products are stored appropriately and not accessible to children.
- Document and inform Facilities Manager of any interior and exterior safety or health concerns.
- Performs daily health and safety site inspections. Suggest improvements to provide safer environment for children and staff and assist with minor repairs.
- Performs outdoor tasks such as maintaining of playground areas, parking lot, mowing lawns, trimming shrubs and trees.
- Ensure emergency exits are accessible and lighting is in safe, working condition and assist with the center's emergency plan (i.e. gas and water shut off).
- Move office furniture, fixtures and equipment within and between sites to support staffing changes, relocations, remodels and program expansion.
- Complete required record keeping, including checklist of daily cleaning and special events cleaning.
- Maintains cooperative relationships with fellow employees, building staff, landlords, supervisors, administrators, students and the general public.

- Becomes familiar with YWCA Glendale & Pacific Clinics Head Start/Early Head Start children, families and staff in accordance with established policies and procedures.
- Takes precautions to protect own health and safety as well as the health and safety of clients and staff and to protect equipment and facilities.
- Reports to work on time and maintains reliable and regular attendance.
- Helps set up rooms for events.
- Completes drywall repairs when necessary.
- Models Pacific Clinics' approach, mission and core values in all communication and correspondence.
- Communicates effectively in a culturally competent and diverse consumer population and promotes favorable interaction with managers, co-workers and others.
- Initiates and maintains professional interactions and communication with Pacific Clinics' employees and/or others.

Performs other duties as requested.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

- **Respectfulness & Relationship Building:** Builds constructive working relationships characterized by a high level of acceptance, cooperation, mutual respect, and consideration and acceptance of the opinions of others.
- **Commitment to Quality Service:** Builds and maintains community satisfaction with the services offered.
- **Team Focused & Collaborative:** Promotes cooperation and commitment within a team to achieve goals and objective; collaborate with team members, sharing ideas and differences openly; be receptive to new ideas and adapt to change as necessary
- **Self-Accountability & Work Standards:** Sets high standards of performance for self and assumes responsibility and accountability for successfully completing assignments or tasks.
- **Stress tolerance:** Maintains composure in highly stressful or adverse situations.
- **Professionalism and Personal Boundaries:** Conducts self within appropriate and expected professional boundaries and policies.
- **Conflict Management:** Helps others to effectively resolve complex or sensitive disagreements or conflicts.
- **Valuing Diversity:** Helps to create an environment that embraces and appreciates diversity. Promotes a culture that highly values the voices of women and girls.
- **Confidentiality, Integrity, Ethics and Trust:** Maintains confidentiality and earns others' trust and respect through consistent honesty and professionalism in all interactions.
- **Good Judgment:** Considers impact of personal and professional choices. Consistently makes decisions in keeping with organizational values, supervisor's direction and common sense.
- **Problem Solving:** Able to handle common problems without supervisor intervention while knowing when supervisor participation is warranted. Able to foresee when actions

might have consequences to others and communicates appropriately before implementing changes.

- **Organizational Culture:** A commitment to the agency's mission of the YWCA. Familiarity or experience with issues that impact the lives of people supported by the YWCA. Sensitive to issues of confidentiality and diversity.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The candidate must meet the following criteria in order to be considered for employment in this position.

- High School level; with minimum of one (1) year of related experience and/or training; or equivalent combination of education and experience.
- Demonstrated ability to work in Windows environment (including Word and Excel).
- Ability to operate standard cleaning appliances such as vacuum cleaners, rug shampoo machines, polishers, lawn mowers, trimmers, hedgers, etc.
- Knowledge of safe and thorough basic cleaning and sanitation practices.
- Ability to work independently with minimum supervision and carry out oral and written instructions.
- Must possess a valid California driver's license and maintain an insurable driving record under the YWCA's liability policy.

Physical Requirements

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.

- While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear.
- The employee must be able lift and/or move items up to 20 pounds, and, periodically, up to 50 pounds.
- Some exposure to communicable diseases and food borne illnesses.
- Noise level in work environment may be moderate to loud.
- Work varied hours and days, including some evenings and weekends.
- Use of common maintenance tools and equipment.

YWCA Glendale is an Equal Opportunity Employer and is committed to staff diversity.

The YWCA Glendale prohibits discrimination on the basis of age, gender, race, ethnicity, national origin, cultures, religion, immigration status, veteran status, political beliefs, sexual identity, ability/disability, and health/mental health status in all its programs and activities, not only in respect to employment practices but also in the delivery of services.

Interested applicants should submit their resume and cover letter to jobs@glendaleywca.org.