



BOYS & GIRLS CLUB
of Door County

Position Description

TITLE:	Facility Maintenance Technician
DEPARTMENT:	Programs
REPORTS TO:	CEO
STARTING HOURLY WAGE:	\$15/hr without benefits
STATUS:	Part time- (variable with a maximum of 15 hrs/wk)
HOURS OF CLUB OPERATION:	Summer - Club is open from 6:30 a.m. - 5:30 p.m. Academic School Year Club is open from 1:00 p.m. - 6:30 p.m.

Primary Function:

Under limited supervision, performs a variety of semi-skilled work in the maintenance of The Hatch Center; and performs related duties as assigned.

Key Roles:

- Assists with preventative building maintenance duties
 - Work with Community Partners and Vendors in meeting building inspection requirements
- Performs routine electrical repairs such as changing light bulbs
- Responsible for chemical inventory within the Club and maintain current MSDS binders
- Responsible for ordering maintenance and cleaning supplies
- Responsible for lawn mowing; landscaping maintenance and light snow removal
- Assembles & moves furniture, hangs pictures & bulletin boards, moves & sets up tables and chairs
- Paints interior and exterior walls
- Performs related duties as assigned

Additional Responsibilities:

- Staff may be asked to participate in or work at functions related to the Boys and Girls Club outside of their normal work day
- Staff may be asked to participate in marketing club events and activities

Relationships and Collaborations:

- All staff of Boys and Girls Club are to maintain professional relationships with club members and their parents as well as being mindful that all community members are potential members or donors to the organization
- Staff will be collaborative and supportive of all organizations Boys and Girls Club work in partnership with at all times
- Staff will maintain a respectful and professional relationship with their immediate supervisor, team members, volunteers and the Board of Directors for the organization



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Minimum Skills and Knowledge Requirements:

- Skill in reading and following blueprints and assembly instructions
- Skills in following safety practices and recognizing hazards
- Skill in using hand and power tools
- Portray a positive image while in the club and community
- Basic computer/internet skills

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Must be able to function under fast paced and noisy conditions; May require being active for long periods of time; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds, stand, stoop or walk for long periods of time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed at the Boys & Girls Club of Door County. The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.

Disclaimer: *The information presented indicates the general nature and level of work expected of employees in the classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. The Boys and Girls Club of Door County reserves the right to update, revise or change this job description and related duties at any time.*

Signed by: _____

Date: _____

Approved by: _____

Date: _____