



BOYS & GIRLS CLUB
of Southwestern Oregon

Title: Maintenance Coordinator

Part-time: Hours negotiable

Pay: \$13.00-\$15.00, BOE

PRIMARY FUNCTION

Coordinates maintenance for all buildings operated by the Boys and Girls Club, including the Youth Center, Tennis Center, Administrative Offices, Pacific School of Dance, Gymnastics Plus, and sports locations. The primary responsibility is to ensure the facilities are safe and clean for program participants.

Qualifications and Job Skills:

- Basic knowledge of carpentry, plumbing and electrical systems.
- Ability to manage multiple tasks and coordinate the responsibilities of the Maintenance Aide.
- Ability to communicate in a professional manner with staff, vendors, and Boys & Girls Club members, contractors and public entities.
- Initiative and ability to work with minimal direction; sound judgement and decision making capabilities are essential.

Essential Job Functions and Key Roles:

- Perform daily maintenance and cleaning duties, including sweeping and mopping floors, vacuuming carpets, cleaning bathroom fixtures with appropriate chemicals, checking soap and paper dispensers and refilling when necessary, replacing light bulbs, dusting ledges, window sills, and countertops, cleaning glass surfaces, removing trash from building and dispensing of properly, and placing all loose articles in their proper places.
- Ensures that program areas are safe, well ventilated and well lit; and that club equipment is maintained in good working order. Report any building damage and complete repairs as instructed by Executive Director.
- Annual facility renovations including painting, carpet replacement, counter top replacement and gym flooring refinishing is discussed with Board Safety/Facility chair and scheduled to occur when necessary and affordable within the guidelines of the annual maintenance budget.
- All equipment is in good condition. Safety precautions are conspicuously posted (where needed) and members are instructed in its proper and safe use. Annual equipment safety certificates are checked annually, documented and stored in Safety Manual.
- Cleaning chemicals are properly and securely stored as regulated in Safety Manual.
- Directs the Maintenance Aide to complete tasks necessary to ensure all maintenance work is completed in a timely manner and with a high degree of quality.
- Ensures that an evaluation plan is posted in each area. Emergency exits are appropriately designated as per local building codes. Staff is trained to implement emergency procedures and drills are conducted on a regular basis. These drills are documented for verification.

- Coordinates with Employee Safety Committee to ensure all safety concerns are addressed, including code compliance and fire safety. This employee Safety Committee meets the expectations of the Boys & Girls Club management and OSHA guidelines.
- Coordinate set up and tear down for fundraising events and other programs.
- Maintain outdoor fields and grounds, including tasks necessary to operate seasonal sports programs. Grounds, buildings and all program areas are free of graffiti and litter, and are safe, neat, clean, sanitary and attractive.
- Club vehicles are clean and in good working order.
- Coordinate and supervise work crews for special events and annual maintenance.
- May occasionally be asked to supervise the building during special events.

Physical/Mental Requirements and Work Environment:

- All work is conducted at Club facilities and designated sports venues, indoor and outside.
- A valid Oregon driver's license is required for limited travel, along with meeting the eligibility of insurance company regulations for operating Club vehicles.
- The physical demands and work environment 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 frequently required to be on feet, stand, bend, sit, and move around for full work shift.
- Employee may be required to work in restricted spaces to include crawling and or/climbing as working at heights. Ability to work using ladders, scaffolding, mechanical lifts and club vehicles.
- Ability to lift up to 60 pounds and move heavier materials using appropriate equipment.
- Noise level may be high when operating power equipment.
- Ability to communicate in person, electronically and over the phone. Ability to use computer equipment to complete reports, generate purchase/service orders, maintain inventories, etc.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and /or humid conditions, fumes, or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other infectious materials or illnesses during the course of their duties.