



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## METROWEST YMCA MAINTENANCE TECHNICIAN & CUSTODIAN JOB DESCRIPTION

Job Title: **Maintenance Technician & Custodian**

Department: Facilities

FLSA Status: Full-time hourly (\$20 - \$22 per hour)

Date: February 26, 2026

Reports to: Building & Grounds Director

Schedule: 10:30am – 7:00pm Tuesday through Saturday

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### POSITION SUMMARY:

The MetroWest YMCA is here for all — to empower youth, improve health, and strengthen community. Incorporated in 1960, our Y serves a diverse population who learn, grow, and thrive through programs and services at our branches and seasonal swim club. Community is the cornerstone of the Y.

Under the direction of the Director of Buildings and Grounds, and in accordance with the policies established by the Board of Directors of the MetroWest YMCA, along with the mission and goals of the YMCA, the **full-time Maintenance Technician and Custodian** will be responsible for daily maintenance and cleanliness of our facilities.

### ESSENTIAL FUNCTIONS:

- Daily custodial cleaning of restrooms, locker rooms, program spaces, and common areas.
- Floor care, trash, and recycling removal.
- Basic maintenance tasks including but not limited to lighting, minor repairs, painting, equipment set-up, etc.
- Supporting room set-up and breakdown for programs, events, and other gatherings.
- Complete CMMS generated Work Requests from Property Manager.
- Receive special instructions not on CMMS tickets. Complete these tasks.
- Ability to follow instructions and to communicate effectively with Property Manager
- May be asked to meet with contractors or service technicians as needed.
- Must be proactive in approach to maintenance needs; be able to see and remedy potential hazards/needs.
- Respond to after-hours emergency calls and/or delegate emergency calls.
- Will provide snow removal needs including use of snow blower/shoveling as needed.

### QUALIFICATIONS:

- Custodial and/or maintenance experience required
- Ability to lift up to 70 pounds and perform physical work
- Valid MA driver's license, CDL preferred
- Certified Pool Operator preferred
- Dependable, detail-oriented, and able to work independently
- Nationwide background check and clean driving record required

### WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that an employee must meet to perform successfully the essential functions satisfactorily. Physical demands include sufficient strength, agility, and mobility to perform the job. Extended time is spent walking, bending,

lifting, reaching, and kneeling. The ability to use cleaning equipment, chemicals, hand and power tools is required.

**ABUSE RISK MANAGEMENT:**

Employees and volunteers who do not directly supervise youth will:

- Adhere to policies related to boundaries with youth.
- Attend required abuse risk management training.
- Report suspicious and inappropriate behaviors and policy violations.
- Follow mandated abuse reporting requirements.
- Adhere to job specific abuse risk management responsibilities.
  - Maintenance employees and volunteers—ensure unused rooms and closets remain locked; routinely monitor high-risk locations (locker-rooms and bathrooms), etc.

**COMPENSATION AND BENEFITS:**

The MetroWest YMCA offers a competitive wage and benefit package:

- Health, vision and dental insurance
- Long Term Disability and life insurance
- 10% Y Funded retirement plan
- MetroWest YMCA membership and program discounts (if applicable)
- Paid vacation, holidays and sick time

**SIGNATURE:**

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature