



Maintenance Assistant - Community Employment Job Description

YMCA Dublin has been working with young people in Dublin's Inner City for 170 years. We run programmes in youth work, education, family support, community childcare and community employment. To support our services, we run two social enterprises – Dublin YMCA Gym in Aungier Street and Sandymount, and YMCA Childcare in Aungier Street.

This is a Community Employment Scheme position working 19.5hrs per week, weekdays Monday - Friday.

Locations include both Aungier St. and Sandymount facilities.

Key Responsibilities:

- To work under the supervision of the Maintenance manager learning how to handle basic maintenance and repairs.
- To work as part of a team diagnosing problems and offering solutions.
- Undertake various general maintenance tasks which include plumbing, carpentry & decorating.
- Diagnose problems with appliances & fixtures. Perform repairs/maintenance as required: e.g. light fixtures, clogged toilets, water leakages, electrical equipment, furniture, doors, etc.
- Routine inspection of the building & facilities, reporting if any defects found.
- Ensure that the facility is safe and void of any danger to occupants & visitors. The safety of staff & visitors is paramount, & all tasks must be undertaken in a safe manner.
- Prepare vacated rooms for re-occupation.
- Assist with office moves, or set-up rooms for special events & functions.
- Develop and maintain a good relationship with staff & visitors.
- The maintenance assistant has a responsibility to undertake any duties that might be reasonably expected by the maintenance coordinator, or in the absence of the maintenance coordinator, by a manager.

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HEALTHY, CONFIDENT, SECURE AND CONNECTED COMMUNITIES.**



- This task list is not conclusive and the maintenance assistant must be able to quickly adapt to different situations as they arise.
- The YMCA as your employer is committed to implement and review control measures to help prevent the control of the Covid-19 virus. You will be required to undertake training and retraining where necessary, as outlined by the YMCA.
- Training provided.
- Safety equipment provided.

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