



Silver Bay YMCA

Position: Night Watchman

Position reports to: Maintenance Director

Classification: Full Time/Non-Exempt

Mission: To foster relationships, strengthen communities and nurture spirit, mind and body for all.

Vision: Because of Silver Bay YMCA, connections between people and family are stronger. People are more connected, respectful and caring. They have the confidence to develop to their full potential and to positively impact the communities in which they work and live. As a result, communities are more dynamic, inclusive and diverse. As stewards of Lake George, we inspire people to be stewards of the environment while they are visiting our magnificent campus and in their home communities.

General Function: To troubleshoot and respond to maintenance needs all over campus in order to maintain a safe environment and a smooth running operation for both guests and staff. To patrol campus throughout the night making sure buildings are secure and quiet hours are being observed.

Know How: Ability to read, write English, interpret oral and written information and data. A high school degree or equivalent is required. Must have good physical health. Be able to climb stairs, ladders, etc. and perform other manual tasks as required. Be able to lift at least fifty pounds and have no previous back problems. Be at least 18 years of age at the time of employment. Have at least two years experience in maintenance tasks or the ability to learn in a relatively short period of time.

- Principle Activities:**
- Have working knowledge of plumbing, electrical and basic maintenance services and equipment.
 - Respond to the need of the front desk throughout the night.
 - Patrol the campus to make sure quiet hours are being observe
 - Check buildings to make sure they are locked and the lights are off.
 - Be available to respond to maintenance needs throughout the campus.
 - Provide assistance to Housekeeping and Conference Set-Up in meeting their night duty needs.
 - The person in this position will receive training in the following:
 1. Location and operation of water shut off valves
 2. Location and operation of all electrical boxes
 3. Location and operation of all alarm systems
 4. Location and operation of various pumps on campus that provide potable water and disposal of sewer water.
 5. Location and operation of all campus lights on timers
 - You will in addition be briefed on what to do in the event of an emergency or a maintenance need that exceeds your ability to handle it.
 - Perform any and all other duties so assigned
 - Any other duties as assigned.
 - As a 24-hour operation all staff may be asked to work weekend, evening or night shifts and/or holidays in order to serve our members, guests, and program participants.

Submit Applications to: knobis@silverbay.org

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