



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Facilities, Maintenance and Property Director**

Status: Full Time Exempt

Department: Maintenance

Reports to: CEO

Revision Date: July 25, 2022

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Directs the maintenance and improvement operations of YMCA facilities and vehicles, including preventative maintenance and related budgets.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Provides overall coordination of facility maintenance, including planning and developing preventative maintenance processes.
2. Ensures the proper operation of all mechanical, electrical, plumbing and surveillance systems.
3. Completes repair work and projects in a timely manner. Oversees all contractors that work in the facility and grounds. May request and review bids and recommend selection of contractors.
4. Works with outside agencies such as fire, health, building depts., etc. to ensure compliance with all local, state, and federal regulations related to facilities and grounds.
5. Develops budgets supporting the preventative and annual maintenance plans and monitors expenditures against budget.
6. Recruits, hires, trains, develops, schedules, and directs assigned staff and volunteers. Reviews and evaluates performance. Develops strategies to motivate staff and achieve goals. Models relationship-building skills in all interactions.
7. Participates with other members of management in the YMCA's fundraising campaign and community events.
8. Advises and communicates clearly with management and leadership on maintenance issues and projects as requested.
9. Ensures that assigned vehicles (and other equipment) are maintained and operated in accordance with the policies and procedures of the YMCA.
10. Updates facility plans periodically. Develops an annual plan of capital projects, consistent with the YMCA's strategic plan and community needs.
11. Facilities include Wellness areas, four pools, whirlpool, sauna, steam room, gymnasium, grounds, vehicles, and all program buildings.
12. Equipment includes but not limited to wellness equipment, office equipment, HVAC system, Pool Heater and Pumps, cleaning chemicals, Pool Chemicals, etc.
13. Performs other duties as assigned.

The Y: We strengthen the community through youth development, healthy living, and social responsibility.

NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Facilities Director**

YMCA COMPETENCIES (Team Leader):

- Critical Thinking and Decision Making
- Functional Expertise
- Collaboration
- Communication and Influence

QUALIFICATIONS:

1. Bachelor's degree in facility management preferred or a related field or equivalent experience.
2. Five or more years' experience in facility management or closely related field.
3. Working knowledge of mechanical, electrical, and plumbing systems, carpentry, and other maintenance-related areas.
4. Skills in supervision, budget management and project management.
5. CPR, First Aid and AED certifications required within 30 days of employment.
6. "POOL" and HVAC certifications required within 120 days of employment.
7. CPO required within the first 30 days of hire.
8. CDL required within the first 30 days of hire.
9. Ability and current license to drive with record that meets YMCA standards.
10. Familiarity with personal computers helpful.
11. Ability to respond to safety and emergency situations.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands 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 often required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, shovel snow, plow snow, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.
- The work is performed both indoors and out, and may require travel to various locations.
- While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.

SIGNATURE:

Today's date: _____

I have reviewed and understand this job description.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

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