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## **YMCA JOB DESCRIPTION**

Job Title: **Property Manager**

Status: Full Time Exempt

Reports to: Associate Executive Director

Department: 50

Pay Rate \$35,000 - \$40,000

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### **POSITION SUMMARY:**

The Property Manager is a fulltime member of the YMCA Management Team and reports directly to the Associate Executive Director. In conjunction with policies and guidelines established by the Board of Directors, the Property Manager has the following scope of responsibilities:

- Management of the YMCA grounds, physical facility, and vehicles
- Supervise YMCA Cleaning Crew and Assistant Property Manager position
- Departmental budget and implementing action steps as part of association plan
- Responsibility for relationships with Building and Properties Committee members
- Exemplary customer service, modeling the core values of the YMCA with an emphasis on the Y's focus statement

### **KNOWLEDGE/SKILLS REQUIRED:**

- Education – Minimum of a High School diploma or GED equivalent
- Previous Experience – 3 years minimum experience in related fields
- Commercial Pool Certified preferred
- Additional trade skills and certification a plus
- Ability to communicate effectively with others and to work as a team player

### **ESSENTIAL FUNCTIONS:**

#### **A. Management of physical facility, grounds and vehicle**

1. Building
  - a) The Property Manager will develop, implement and document a preventive maintenance program for all major systems and equipment in the facility as needed including: climate control and HVAC systems, electrical, water/sewer systems, pumps, and boiler systems.
  - b) The Property Manager will perform maintenance and repairs on items or systems needing attention. When repairs require additional skills or expertise the Property Manager will secure the services of an outside contractor.
  - c) The Property Manager will work in cooperation with the CEO and Associate Executive Director to ensure proper maintenance of all YMCA equipment. Additionally, the Property Manager will address all maintenance requests and work orders in a timely and efficient manner.
  - d) The Property Manager is responsible for the pool maintenance, chemistry of the water and the safe operation of the swimming pool. All health department standards as well as YMCA standards will be met.
  - e) The Property Manager shall work with the Membership Coordinator to facilitate meeting room usage and required set-ups.
  - f) The Property Manager shall develop and implement an energy conservation program. This shall be reviewed annually by the CEO, Associate Executive Director, and the Building and Property Committee.

- g) The Property Manager is responsible for overall building security including building keys, alarm and surveillance camera systems and overall security of YMCA facilities and equipment.
- h) The Property Manager will focus on risk management as a base for maintenance decisions. Risk management is a shared responsibility with all staff, but the primary responsibility falls to the Property Manager in cooperation with the CEO & Associate Executive Director. Staff trainings will be conducted by Property Manager as needed and as deemed necessary by the Associate Executive Director.
- i) The Property Manager is responsible for negotiating vendor rates and contracts at the lowest cost possible and maintaining an inventory of supplies.
- j) The Property Manager is responsible for the safe operation of all tools, including power tools.

## 2. Grounds

The Property Manager will develop a workable plan to maintain the grounds in a reasonable, cost-effective, and safe manner. Property Manager will coordinate and work with outside contractors for grass mowing, snow removal, and tree maintenance. A thorough daily inspection of the grounds and outside facilities is required. Special inspection of playground equipment and surrounding area shall be scheduled as part of an ongoing preventive maintenance program.

## 3. Vehicles

The Property Manager will develop and implement a plan to maintain the YMCA vehicles mechanically and from an appearance standpoint. The Property Manager is responsible for the vehicle schedules and for assuring that individuals operating any YMCA vehicle are appropriately trained.

### **B. Department Budget and Action Steps**

The Property Manager will participate in the Association's annual planning process by developing annual action steps as part of the Association's plan and translating these into an annual Maintenance Department budget. The Property Manager will monitor this budget on a monthly basis and is responsible for operating it within the approved guidelines.

### **C. Building and Properties Committee**

The Property Manager is responsible for developing and nurturing a relationship with the Building and Properties Committee. This group of volunteers will meet with the Property Manager on a regular basis (at least 6 times per year). The Property Manager shall use this resource to gather information in terms of formulating decisions on matters that relate to the overall building, property and vehicle maintenance program. This group is also helpful in the development of the annual maintenance budget. This committee should receive a monthly written report of the activities of the Maintenance Department.

### **D. Customer Service**

The Property Manager serves as part of the YMCA's customer service team. Recognizing that the standard of customer service is excellence, the Property Manager will base judgments and actions on what best serves YMCA members (customers). The Property Manager relates to customers and must bring courtesy and professionalism to all interactions.

**ADDITIONAL DUTIES:**

- Responsible for annual maintenance shut down, including timeline development, coordination with applicable department staff, and timely communication to members.
- Knowledge of state and federal safety guidelines including those related to OSHA and HIPAA; ensure YMCA adherence to such guidelines. Ensure material safety data sheets are maintained.
- Ensure compliance with insurance requirements as they relate to the department.

**PHYSICAL DEMANDS:**

- Lifting – ability to lift up to 50 lbs. to perform daily duties.
- Body Positions – physical ability to perform daily procedures by being able to stand for long periods of time, climb, repetitive bending, crawling, reaching and grasping, push and pull objects, lifting, repetitive arm movements
- Walking of the entire facility and grounds daily to conduct detailed safety and maintenance inspections

**WORK ENVIRONMENT:**

- Noise Level – Moderate to loud
- Exposure to the elements including sunlight, wind, rain, and snow
- Some confined and dark spaces
- Exposure to Chemicals/Dust/etc.
- Rapidly changing work environment

**GENERAL GUIDELINES:**

- The Property Manager is expected to work an average of 45 hours per week.
- The Property Manager is on call 24/7 in the event of a building or property emergency.
- The Property Manager will be involved in regularly scheduled monthly staff meetings.
- The Property Manager will participate in trainings as needed or required, by mutual agreement with the Associate Executive Director.
- Duties may be expanded or changed as deemed necessary by the CEO or Associate Executive Director.