



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **Facilities Director**

Status: Full Time Exempt

Reports to: CEO

Department: 50

Pay Rate \$38,000 - \$45,000

POSITION SUMMARY:

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

- Management of the YMCA grounds, physical facility, and vehicles
- Departmental budget and 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 Facilities Director 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 Facilities Director will perform maintenance and repairs on items or systems needing attention. When repairs require additional skills or expertise the Facilities Director will secure the services of an outside contractor.
 - c) The Facilities Director will work in cooperation with the CEO and Operations Director to ensure proper maintenance of equipment related to wellness, team sports, aquatic activities and Youth Center equipment including the indoor playground. Additionally, the Facilities Director will address all maintenance requests and work orders in a timely and efficient manner.
 - d) The Facilities Director 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 Facilities Director shall assist in facilitating meeting room usage and required set-ups.
 - f) The Facilities Director shall develop and implement an energy conservation program. This shall be reviewed annually by the CEO, Operations Director and the Building and Property Committee.

- g) The Facilities Director is responsible for overall building security including building keys, alarm and surveillance camera systems and overall security of YMCA facilities and equipment.
- h) The Facilities Director 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 Facilities Director in cooperation with the CEO & Operations Director. Staff trainings will be conducted by Facilities Director as needed and as deemed necessary by the CEO.
- i) The Facilities Director is responsible for negotiating vendor rates and contracts at the lowest cost possible and maintaining an inventory of supplies.
- j) The Facilities Director is responsible for the safe operation of all tools, including power tools.

2. Grounds

The Facilities Director will develop a workable plan to maintain the grounds in a reasonable, cost-effective, and safe manner. Facilities Director 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. Vehicle

The Facilities Director will develop and implement a plan to maintain the YMCA vehicles mechanically and from an appearance standpoint. The Facilities Director 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 Facilities Director 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 Facilities Department budget. The Facilities Director will monitor this budget on a monthly basis and is responsible for operating within the approved guidelines.

C. Building and Properties Committee

The Facilities Director is responsible for developing and nurturing a relationship with the Building and Properties Committee. This group of volunteers will meet with the Facilities Director on a regular basis (at least 6 times per year). The Facilities Director 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 Facilities Department.

D. Customer Service

The Facilities Director serves as part of the YMCA's customer service team. Recognizing that the standard of customer service is excellence, the Facilities Director will base judgments and actions on what best serves YMCA members (customers). The Facilities Director 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 Facilities Director is expected to work an average of 45 hours per week.
- The Facilities Director is on call 24/7 in the event of a building or property emergency.
- The Facilities Director will be involved in regularly scheduled monthly staff meetings.
- The Facilities Director will participate in trainings as needed or required, by mutual agreement with the CEO.
- Duties may be expanded or changed as deemed necessary by the CEO.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____