



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **SENIOR FACILITIES DIRECTOR**

Leadership Level: Team Leader

Status: F/T

Reports to: CEO

Pay Range: \$45,000-\$55,000

FLSA Status: Exempt

Department: Association Resources

Location: (branch): Brooks/Crozet

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.

The Senior Facilities Director supports membership and staff satisfaction by ensuring excellence in safety, security, cleanliness and attractiveness of the Piedmont Family YMCA. Branches of responsibility include the Brooks Family YMCA, a brand new state-of-the-art 79,000 square facility, and the Crozet YMCA, a key community-based partnership with goals of facility expansion.

ESSENTIAL FUNCTIONS:

1. Coordinate all maintenance (facility, aquatics and property), including planning and developing preventative maintenance programs and annual improvement plans for assigned facilities.
2. Inspect facilities and grounds daily for safety code violations and risk management, repair and maintenance. Maintain detailed logs of service needs and timeline for repair.
3. Maintain high communication with supervisor, facility peers and staff in keeping current in work orders.
4. Work collaboratively with third party facility management (Piedmont Facilities/Southern Air) and housekeeping (BMS/Property Manager) to ensure safe, clean facilities.
5. Coordinate external property management to include maintenance of permeable pavers, trash removal, snow removal and landscaping.
6. Remain alert, proactive, and responsive to maintenance issues within the facility that are in need of upgrade, repair or improvement. Develop and maintain an asset replacement schedule with corresponding calendar.
7. Handle basic repairs and maintenance.
8. Perform preventative maintenance as directed by supervisor.
9. When professional repairs are necessary, oversee contractors when asked by supervisor.
10. Diagnose mechanical issues; provide suggestions and solutions to supervisor.
11. Repair machines, equipment, or structures as necessary.
12. Oversee pool operations in accordance with safety guidelines, water clarity, temperature, and chemicals are within appropriate range.
13. Provide staff representation and expertise as required.
14. May train and mentor assigned staff to handle routine maintenance.
15. Develop standard operating procedures for facilities, aquatics and property.
16. Participate in training opportunities to stay current on trends and for certification purposes.
17. Performs other duties as assigned.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Minimum of 2 years in facilities and property management.
- Trade/certification or experience.
- Possess current CPO.
- Working knowledge of mechanical, electrical and plumbing systems, carpentry, and other maintenance-related areas.
- Possess excellent customer service and communication skills to work with staff, vendors, members, volunteers and board members.
- Ability to respond to safety and emergency situations.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- 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.

ADDITIONAL EXPECTATIONS:

- Visit both sites daily.
- Office would be located with Association Resources Team.
- Weekly meetings with supervisor to review daily logs, work orders, preventative maintenance schedule and asset replacement schedule.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____