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FOR HEALTHY LIVING
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PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Property Director**
Leadership Level: Team Leader
Status: F/T
Reports to: Executive Director

Pay Range: \$29,849-\$38,000
FLSA Status: Exempt
Department: Facilities
Location: Brooks Family YMCA

POSITION SUMMARY:

The Property Director at the Brooks Family YMCA intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined while also overseeing the maintenance and improvement of the Brooks Family YMCA facility. This position requires an enthusiastic, self-starting professional with skills in all areas of maintenance (basic mechanical, HVAC, plumbing, electrical, carpentry, painting, etc.), financial management, communication and supervision. Candidate must be able to nurture relationships with contractors and volunteers and is focused on upkeep, cleanliness and continuous improvement of the YMCA. Willingness to be hands-on when needed with projects is required. This position is responsible for administering all activities relating to facility repair, projects, cleanliness, maintenance and general operations of the 79,000 square foot Brooks Family YMCA.

Ability to complete jobs with a sense of urgency and attention to customer service is a must. This role will support member retention and satisfaction by assuring clean, safe and attractive facilities by working with and leading the work of custodial and maintenance staff as well as contractors. This position requires face to face leadership and involves early morning, evening, weekend and on-call responsibilities.

ESSENTIAL FUNCTIONS:

1. Provides overall coordination of facility maintenance, including planning and developing preventative maintenance.
2. Ensures that all equipment is maintained and operated in accordance with the policies and procedures of the YMCA.
3. Anticipates risk, implications, and possible outcomes before taking action.
4. 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.
5. 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.
6. Prepares budgets and interprets balance sheets, income statements, cash flow statements, and forecasts to support the preventative and annual maintenance plans and monitor expenditures.
7. Identifies and mitigates significant business, financial, and operating risks and advises management on maintenance issues and projects as requested.
8. 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.
9. Responsible for the overall cleanliness of the Brooks Family YMCA. Works closely with custodial contractor and Executive Director to ensure the YMCA's needs and expectations are being met.
10. Updates facility plans periodically. May develop annual plan of capital projects, consistent with the YMCA's strategic plan and community needs.
11. Responsible for ensuring proper maintenance of the interior and exterior of the Brooks Family YMCA.
12. Assists with special event set-up and breakdown.

- 13. Serves as the back-up Pool Operator for the Brooks Family YMCA.
- 14. Grounds keeping, snow removal, general carpentry, electrical, plumbing, painting and general repairs.
- 15. Completes housekeeping tasks as required.

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:

- 1. Bachelor's degree in facility management or a related field or equivalent preferred.
- 2. YMCA Team Leader certification preferred.
- 3. Three or more years of experience in facility maintenance and housekeeping.
- 4. CPR, First Aid and AED certifications required within 30 days of hire.
- 5. Working knowledge of mechanical, electrical and plumbing systems, carpentry, and other maintenance-related areas.
- 6. Skills in supervision, budget management and project management.
- 7. POOL Operator and boiler certifications required within 120 days of employment.
- 8. Ability and current license to drive with record that meets YMCA standards.
- 9. Familiarity with personal computers helpful.
- 10. Ability to respond to safety and emergency situations.
- 11. Ability to problem-solve, prioritize tasks, and communicate effectively.

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.
- The employee must occasionally lift and/or move up to 50 pounds.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____