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## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Facilities Coordinator**

Leadership Level: Leader

Status: Full-Time

Reports to: Senior Director of Facilities

Pay Range: \$45,000

FLSA Status: Exempt

Department: Facilities

Revision Date: 1/19/2024

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### POSITION SUMMARY:

Under the direction of the Senior Director of Facilities, the Facility Coordinator is responsible for YMCA's basic building maintenance, janitorial functions, building supervision, and the overall physical condition and presentation of the Brooks Family YMCA. Must be very reliable, self-motivated, and a good role model. Adheres to the YMCA's core values of caring, honesty, respect, and responsibility.

Applicants will be required to work variable shift times which may include evenings, weekends and holidays. Applicants will need to be available on-call during inclement weather events.

### ESSENTIAL FUNCTIONS:

- Provides a high level of customer service to members, potential members, guests, children, and program participants while ensuring all parties follow applicable YMCA policies, procedures, and the Code of Conduct.
- Performs basic janitorial responsibilities to ensure cleanliness standards are met in wellness areas, lobby, pool deck and patio, community room, exterior grounds, Stay and Play, and bathrooms/locker rooms (including but not limited to sink areas, toilets, and trash).
- Performs general building and grounds maintenance including, but not limited to: minor carpentry, electrical, furniture/equipment assembly, landscaping, painting, plumbing, snow removal, inventory control, and event set-up.
- Performs general maintenance repairs and preventative maintenance on facility assets and equipment.
- Completes assigned work ticket tasks.
- Leads and responds to emergency situations using the emergency operations plan.
- Provides written and verbal feedback to the Senior Director of Facilities through incident reports, project updates, and daily/weekly checklists.
- Serves as a building manager on duty during assigned hours and provides support to each department within the Brooks Family YMCA facility.
- Attends all training and meetings as required.
- Completes other duties as assigned.

### YMCA LEADERSHIP COMPETENCIES:

- Mission Advancement
- Collaboration
- Operational Effectiveness
- Personal Growth

**QUALIFICATIONS:**

- Minimum age of 18 years old
- Must possess a valid driver's license
- Preferred one or more years of experience with electrical, HVAC, pool filtration, and maintenance of grounds
- Have great attention to detail along with a high value of cleanliness and order
- Must possess oral, auditory, and written communication skills appropriate for interacting with people of all ages

**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 essential functions.

- Physical ability, including strength, agility, and mobility, to perform the essential functions of the position.
- Ability to stand while maintaining alertness for several hours at a time.
- Ability to lift and carry up to 50 pounds of equipment at times.
- Able to work in a fast-paced environment and multi-task effectively.

**SIGNATURE:**

I have reviewed and understand this job description.

Employee's name \_\_\_\_\_ Employee's signature \_\_\_\_\_

Today's date: \_\_\_\_\_