



## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Facility Director**

Leadership Level: Team Leader

Status: F/T

Reports to: Branch Executive Director

Pay Range: \$45,000+

FLSA Status: Exempt

Department: Facilities

Location: Brooks Family YMCA

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### POSITION SUMMARY:

The Facility Director is responsible for ensuring the daily and long-term functioning of the Brooks Family YMCA. The individual in this position performs and / or oversees all routine maintenance in order to keep the facility safe, clean and functioning properly for all members, program participants and staff.

### 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 VP/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

## **PIEDMONT FAMILY YMCA JOB DESCRIPTION FOR FACILITY DIRECTOR**

### **QUALIFICATIONS:**

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