



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Director of Facilities**  
Leadership Level: Team Leader  
Status: Full-time  
Reports to: COO

Pay Range: \$66,400-80,000  
FLSA Status: Exempt  
Department: Brooks  
Revision Date: 7/17/2025

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### 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 Director of Facilities is responsible for ensuring the daily and long-term functioning of the Brooks Family YMCA and supporting offsite program locations. The individual in this position performs and/or oversees all routine maintenance to keep the facility safe, clean, and functioning properly.

Located in the heart of Charlottesville, Virginia, the Brooks Family YMCA is a 79,000 square-foot, full-service wellness facility nestled in McIntire Park. The facility includes:

- Two indoor pools
- A state-of-the-art fitness center with three floors of wellness equipment
- Three group exercise studios
- A play zone for children
- A community room with teen center

### ESSENTIAL FUNCTIONS:

#### Repairs & Maintenance

- Provides overall coordination of facility maintenance, including planning and developing preventative maintenance for Brooks Family YMCA.
- Performs routine inspections of all property and facility conditions and initiates repairs and maintenance as needed.
- Manages the facility work ticket system and completes repair work and projects in a timely manner

#### Grounds & Security

- Coordinates with external agencies such as fire, health, building departments, etc. to ensure building compliance with federal, state, and local building codes.
- Maintains security of the building through opening/closing checklists, security systems, and camera systems.
- Responsible for beautification of the grounds through a groundskeeper contractor.

#### Contractor & Vendor Management

- Ensure that all vendors and contractors uphold YMCA standards in cleaning, maintenance, and security to maintain a safe and high-quality facility in a cost-effective manner.
- Responsible for the overall cleanliness of the Brooks Family YMCA through oversight of a custodial contractor.
- Oversees all contractors that work in the facility and grounds.

- Initiates procurement of facility supplies including first aid, cleaning supplies, pool chemicals,

### **Operations & Safety**

- Develop and maintain a facility risk management plan to mitigate risks, vulnerabilities, and exposures.
- Serves as the chair of the internal risk management committee to ensure all properties meet safety and regulatory standards and provide recommendations to YMCA leadership.
- Serves as a first responder to all weather related facility emergencies and repairs for snow removal, weather damage, etc. to restore the building.
- Remain on call for any facility emergencies to ensure swift and effective response to urgent issues.
- Serves as the primary pool operator to maintain two indoor pools.

### **Project Management**

- Lead all aspects of YMCA construction and renovation projects to ensure they meet schedules and budgets through effective collaboration with stakeholders.
- Develop project budgets, oversee capital projects from initiation to completion, and manage project scope, cost, and timeline, adjusting for optimal outcomes.
- Develop and maintain an asset management plan of facility and wellness equipment.

### **Budget Management**

- Prepares budgets and interprets balance sheets, income statements, cash flow statements, and forecasts to support the preventative and annual maintenance plans and monitor expenditures.
- Maintains an annual expenditure budget and reports upon monthly variances.

## **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:**

- **Required Experience**
  - Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university in a related field.
  - Five (5) years of progressively responsible experience in management of commercial wellness centers and pools
  - Working knowledge of mechanical, electrical, plumbing systems, and other maintenance related areas.
- **Preferred Experience**
  - CPO or AFO certification (required within 90 days of employment)
  - Boiler certification (required within 90 days of employment)
  - Five (5) years of experience in facility services within a YMCA
  - CPR, First Aid, and AED certified (required within 30 days of employment).

- **Knowledge, Skills, and Abilities**

- Ability to prepare clear, concise financial and administrative reports.
- Ability to use a personal computer and applicable software systems.
- Ability to keep abreast of developments in the field/industry.
- Knowledge of principles and practices of YMCA management and non-profit administration.
- Ability to plan and coordinate the work of third-party contractors and maintain contracts.
- Ability to build strong relationships with vendors and contractors.

**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 regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- 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 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: \_\_\_\_\_