

# Union County Family YMCA

## Job Description

**Job Title:** Facility Director

**FLSA Status:** Full-Time Exempt

**Reports to:** Chief Executive Officer

**Revision Date:** January 2020

### **POSITION SUMMARY:**

Ensures a clean, attractive, safe and well-maintained facility by assessing, performing and directing building, grounds, and equipment maintenance projects.

### **ESSENTIAL FUNCTIONS include the following, other duties may be assigned:**

1. Thinks, communicates and behaves as a cause-driven leader and role model for other staff and members when it comes to desired staff behaviors; promotes youth development, healthy living, and social responsibility in all job-related functions
2. Works with the CEO, Facility Operations to develop facility maintenance plans and corresponding annual budget for department; monitors plan and budget to ensure that goals in both are met
3. Directs employees engaged in: cleaning, painting and performing structural repairs to masonry, woodwork, and furnishings of buildings; maintenance on HVAC, plumbing, electrical systems; grounds maintenance such as lawn mowing, landscaping, snow removal. Evaluates completed work for conformance to specifications and standards
4. Conducts building walk through weekly to inspect for maintenance issues
5. Schedules and ensures implementation of preventative and restorative maintenance for building, equipment, and vehicles (if applicable)
6. Maintains all required logs, records and documentation necessary to uphold compliance with municipal codes, Branch procedures and association policy
7. Accesses computer to print and record Facility work order information
8. Maintains relationships with vendors; orders tools, equipment, and supplies
9. Confers with other supervisors to coordinate activities of individual departments
10. Performs activities of workers supervised
11. Serves as building supervisor (Manager on Duty coverage) on evenings and weekends as applicable
12. Actively participates in all applicable trainings, meetings, committees, and special events

**SUPERVISORY RESPONSIBILITIES:** Directly supervises maintenance and custodial staff. Carries out supervisory responsibilities in accordance with the association's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; developing, coaching, rewarding and disciplining employees; addressing complaints and resolving problems.

### **YMCA COMPETENCIES (Team Leader):**

**Mission Advancement:** Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fundraising.

**Collaboration:** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff

with feedback, coaching, guidance and support.

**Operational Effectiveness:** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

**Personal Growth:** Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

- Associate's degree (A. A.) or equivalent from two-year college or technical school; and seven years related experience supervising in this field; or equivalent combination of education and experience.
- Knowledge of procedures, safety measures and commonly used concepts within one or more particular facilities field(s) is strongly preferred.
- Must be able to read, write and follow instruction. Basic computer skills (email and work tickets) are essential.
- Possess strong mechanical aptitude and have experience in electrical, plumbing, carpentry, pumps, HVAC, lock repair, etc.
- Valid driver's license with acceptable driving record, and ability to work at various locations during the course of a work day.
- Must be flexible in work scheduling to fulfill a variety of work shifts including work days and shift schedules (morning, noon, night) on occasion.
- YMCA Team Leader certification; if not certified, must obtain certification within 24 month
- Passionate belief in the Y's cause of nurturing the potential of all youth, supporting healthy living for all people and finding ways to help and support our neighbors.
- Understanding of the nature and purpose of the YMCA and the respective roles of volunteers and staff.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Proven track record of developing authentic relationships with others.
- Ability to foster a collaborative team approach to solving challenging situations.

**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 frequently required to talk and hear; stand, walk, crouch, climb ladders and stairs; use hands to finger, handle, or feel; and reach with hands and arms to use manual and power tools/equipment. The employee must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, and distance vision. The noise level in the work environment is usually moderate.

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Signature

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Date

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Printed Name