



Property Director, Bob Freesen YMCA

Salary, Non-Exempt

\$43,888-\$46,000

Vacation, health insurance, retirement, free membership

Start date: asap

ESSENTIAL FUNCTIONS:

1. Provides overall coordination of facility and vehicle maintenance, including planning and developing preventative maintenance.
2. Ensures that assigned vehicles and other equipment are 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. Updates facility plans periodically. May develop annual plan of capital projects, consistent with the YMCA's strategic plan and community needs.

QUALIFICATIONS:

- Bachelor's degree in facility management or a related field or equivalent job experience.

- Three or more years of experience in facility management or closely related field.
- CPR, First Aid and AED certifications required within 30 days of hire.
- Working knowledge of mechanical, electrical and plumbing systems, carpentry, and other maintenance-related areas.
- Skills in supervision, budget management and project management.
- Certified Pool/Spa Operator (CPO) and boiler certifications required within 120 days of employment.
- Ability and current license to drive with a record that meets YMCA standards.
- Ability to respond to safety and emergency situations.

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.