



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

James Family Prescott YMCA Position Description

Position Title: Director of Facilities and Properties
Reports To: Chief Executive Officer/Executive Director
Department: Facilities and Maintenance

Job Description

At the YMCA, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus, Youth Development, Healthy Living, and Social Responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

Under the direction of the Chief Executive Officer and the Executive Director the Director of Facilities and Properties is responsible for overseeing the maintenance and improvement of operations of all facilities and grounds that are the property of the James Family Prescott YMCA, part of the YMCA of Yavapai County. Major areas of responsibilities include oversight of facilities, equipment, vehicle, overall cleanliness, preventative maintenance and related budgets. The position will have the responsibility of coordinating all preventative maintenance, risk management, and OSHA regulations. In collaboration with other departments, the Facility Director is responsible for monitoring and ensuring a clean, safe and attractive facility, with equipment and grounds that are well maintained and in good working condition. This position requires hands-on repair work as well as planning and supervision of staff.

Qualifications

- Five or more years of experience in facility management or related field - required.
- Working knowledge of mechanical, electrical, pool, HVAC, plumbing systems, carpentry, general repair, fitness equipment and other maintenance-related areas.
- Skills in supervision, budget management and project management.
- Ability and current license to drive with record that meets YMCA standards.
- Computer competency including Microsoft Office
- Ability to respond to safety and emergency situations.
- Able to work a flexible work schedule.

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Essential Functions

The essential functions of this position include, but are not limited to the following:

- Maintain positive relationships with members, program participants, staff, and contractors that reflect the four-character values of caring, honesty, respect, and responsibility.
- Provide overall coordination of facility maintenance and cleanliness in a timely manner, including planning and developing preventative maintenance plans and ensures the proper operation of all mechanical systems and equipment.
- Must safely operate all hand tools common in the construction industry.
- Must work from ladders and scaffolding, on roofs, in crawl spaces and in attics.
- Maintain, troubleshoot and repair plumbing, heating and electrical equipment.
- Maintain, troubleshoot and repair fitness equipment.
- Recruit, train, supervise, and motivate all facility staff and contractors for specified duties. Models relationship-building skills in all interactions.
- Support in the process of requesting and reviewing bids and recommending of contractors.
- Ensure that all buildings and grounds are maintained in accordance with approved YMCA, OSHA and other certifying agency standards.
- Ensure that assigned vehicle (and other equipment) are maintained and operated in accordance with the policies and procedures of the YMCA.
- Work with the Chief Executive Officer to develop, adhere to, and monitor budgets that support the preventative and annual maintenance plans.
- Update facility plans as needed, including but not limited to development of an annual plan of capital projects, consistent with the YMCA's strategic plan and community needs.
- Maintain inventory of equipment and supplies.
- Work with Prescott YMCA facility team and directors to maintain facilities and equipment.
- Assist the Aquatics Director in maintaining swimming pool and related equipment.
- Possess a valid, AZ state issued driver's license, an acceptable driving record, and comply with YMCA driving rules to be approved to operate YMCA vehicles.
- Provide leadership and support to the annual fundraising campaign and volunteer committees/boards as assigned. Develop and maintain effective working relationships within the community.
- Participate in Management Team meetings and activities.
- Positively represent the YMCA and maintain relationships with professional and community organizations/agencies.
- Participate in activities, workshops, conferences, etc. that will enhance personal and professional growth.

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- Actively participate on teams and/or committees as assigned.
- All other duties within the Branch and the Association as assigned by the Chief Executive Officer.

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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.

- Sufficient physical strength and agility to carry out essential duties.
- Ability to erect and stand on ladders and platforms at heights up to 30 feet.
- Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
- Ability to paint, clean equipment, and operate motorized equipment as needed.
- Ability to work in conditions that will create dirt and dust.
- Ability to perform essential maintenance to facility or equipment which may involve, but not limited to the following activities: semi-reaching to full-reach overhead; crouching; kneeling; shoveling; carrying, working in narrow and/or confining spaces: underground, overhead, and at ground level; twisting of the waist, shoulders, and legs; and lying on stomach and/or back.

Cause-Driven Leadership® Competencies:

Critical Thinking & Decision Making: Makes informed decisions based on logic, data, and sound judgment.

Project Management/Program: Ensures program or project goals are met and intended impact occurs.

Quality Results: Demonstrates and fosters strong commitment to achieving goals in a manner that provides quality experiences.

Functional Expertise: Executes superior technical skills for the role

Collaboration: Creates sustainable relationships within the Y and with other organizations in service to the community

Communication & Influence: Listens and expresses self effectively and in such a way that engages, inspires, and builds commitment to the Y's cause

Required Certifications

- CPR/First Aid/AED within 90 days of employment
- Certified Pool Operator (CPO) within 120 days of employment

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Job Type: Full-time

Salary: \$45,000.00 - \$65,000.00 per year

Benefits:

- Employee discount
- Paid time off
- Retirement plan

Schedule:

- Day shift
- Monday to Friday

Experience:

- Facilities maintenance: 5 years (Preferred)

License/Certification:

- Driver's License (Preferred)

Work Location:

- One location

Work Remotely:

- No

Work Location: In person

Director of Facilities and Properties Signature

Date

Executive Director Signature

Date

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