



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

TRI-CITIES FAMILY YMCA JOB DESCRIPTION

Job Title: **Facilities Director**

FLSA Status: Full Time

Reports to: CEO

Revision Date: 2/2020

Leadership Level: Team Leader

Primary Function/Department: Facilities

POSITION SUMMARY:

The Facility Director position supports all aspects the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Facilities Director has primary management responsibilities for all aspects of Tri-Cities Family YMCA Facilities operations, including all aspects of facility cleaning, facility maintenance, IT support, and regulatory compliance.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. **Facility Management** – Provides overall direction and coordination for all aspects of facility cleaning, preventative maintenance, corrective maintenance, grounds maintenance, snow removal, Building Managers, and IT support. Oversees all external contractors and vendors that work in the facility and on the grounds. Procures and reviews competitive bids from contractors. Provides recommendations regarding the selection of contractors.
2. **Building Maintenance** – Ensures the proper operation and maintenance of all electrical systems, mechanical systems, pool systems, plumbing systems, and IT systems. Able to prioritize interdepartmental work requests and coordinate all repairs and projects in a timely manner.
3. **Risk Management**- Develops policies and procedures to prevent, theft, vandalism, member injuries, employee injuries. Assists with the development of policies and procedures to ensure that the Y remains compliant with OSHA and MIOSHA regulations.
4. **Enforcement of Rules and Policies** – Assists with enforcement of YMCA policies, rules, and regulations. Assists with observation and behavior of YMCA members and guests. Cautions and/or takes appropriate enforcement action with violators.
5. **Emergency Situations** – Renders CPR and First Aid care to injured guests, members and employees. When appropriate, telephones "911" to insure that seriously injured receive necessary medical attention. Maintains a working relationship with the Grand Haven City Police and Fire Departments. Becomes knowledgeable about the YMCA's Emergency Action Plan and able to fully implement the Plan's provisions.
6. **Public Relations** – Maintains a friendly and visible presence in the building. Get to know names of guests & members. Strives to maintain an orderly and pleasant building atmosphere for the benefit of guests and members and the YMCA's organizational image.
7. **External Agencies** – Interacts with external regulatory agencies such as; City and State Fire Marshals, Ottawa County Department of Public Health, Michigan Department of Public Health, OSHA, MIOSHA, and local inspection agencies in an effort to ensure compliance with all local, state, and federal regulatory agencies regulations relative to the facility and grounds.
8. **Personnel** – Recruits, hires, trains, develops, schedules, and directs Facilities maintenance staff, cleaning staff, and Building Manager staff.
9. **Financial Management** – Develops and prepares operating budgets that support all aspects of preventative maintenance, corrective maintenance, and contracted maintenance. Monitors expenses and tracks expense against budget. Assists with the development of capital expenditure budgets as needed consistent with the YMCA's strategic plans and community needs.



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

10. **Fitness Equipment Maintenance** –Able to develop, monitor, and perform preventative and corrective maintenance programs for all fitness and gym equipment.
11. **Special Events-** Collaborates and assists with organization of special events, i.e. races, community events, summer camp events, etc.
12. **Board Subcommittees-** The Facilities Committee is a subcommittee of the Board of Directors. The Facilities Committee reports directly to the Board. The Facilities Director facilitates and coordinates the Facilities Committee meetings, actively recruits qualified volunteers for the Facilities Committee, prepares meeting agendas, and records meeting minutes.
13. **Other Duties** – Performs other duties, as assigned by the CEO.

LEADERSHIP COMPETENCIES:

- Communication & Influence
- Developing Self & Others

QUALIFICATIONS:

1. Bachelor's degree in facility management, related field or equivalent preferred.
2. Three years' experience in facility management or equivalent.
3. Working knowledge of mechanical systems, electrical systems, plumbing systems, carpentry, and other maintenance related duties.
4. Three years' experience in supervision, budget management, and project management.
5. Requirements to be completed within 30 days of hire: Child Abuse Prevention for staff, Basic CPR/First Aid/AED training.
6. Pool operation and boiler operation certification are required within 120 days of employment.
7. Ability to respond appropriately

WORK ENVIRONMENT & PHYSICAL DEMANDS:

1. 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.
2. 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. The employee frequently is required to sit and reach, and must be able to move around the work environment.
3. Sufficient strength, agility and mobility to perform essential functions of position to supervise all Facilities activities.
4. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
5. The noise level in the work environment is usually moderate.
6. Remain alert with no lapses of consciousness.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.