

# YMCA OF PUEBLO

## JOB DESCRIPTION

Job title: Facility Manager

Reports to: Director of Operations

Date: February 1<sup>st</sup>, 2012

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### GENERAL FUNCTION:

The Facility Manager is responsible for the physical conditions of the association's facilities, properties, equipment and other assets, ensuring that routine maintenance is performed and that all facilities are safe for the public, clean and functioning properly. The position will provide direct leadership to the maintenance department, supervise the maintenance and custodial staff, and operate the department within the general budget to adequately carry out the required maintenance program. The position will work in partnership with the facilities and management team of the YMCA of Pueblo.

### KNOW-HOW:

The staff member must have the ability to establish and maintain harmonious relationships by promoting and demonstrating caring, honesty, respect and responsibility with staff, YMCA members, program participants, volunteers and the general public. This position requires someone with knowledge and experience in building and pool maintenance, housekeeping, working knowledge of computer and telephone systems, hiring and development of personnel, fiscal management, written and verbal communication, human relations, problem solving, mechanical systems, use of cleaning chemicals, equipment maintenance, construction, organization, task management, and customer service. The person filling this position must possess a high school diploma and have at least 5 years experience in construction, maintenance and custodial work. Have the ability to respond to safety and emergency situations, be a certified pool operator, be first aid and CPR/AED certified and attend blood borne pathogen, child abuse prevention and Y-way training.

### PRINCIPAL ACTIVITIES:

- Ensure that all facilities, mechanical equipment and program equipment are safe, clean and functioning properly at all times with proper documentation.
- Schedules maintenance personnel to perform maintenance, repairs and cleaning duties.
- Develop, manage and monitor all preventative maintenance schedules for facilities and equipment.
- Serve as construction manager for buildings, remodels and renovation projects.
- Develops and implements plan to ensure the associations facilities and properties are in compliance with local, federal and state codes including OSHA standards.
- Assures that all maintenance and custodial staff have the training necessary to maintain the facilities according to YMCA of the USA standards.
- Negotiate and monitor contracts with service providers on behalf of the organization.
- Represents the association in the securing of all construction permits and licensing.
- Develops a five year maintenance plan that includes projected cost and recommended schedule of replacements including minimizing energy consumption.
- Communicates with staff and members in a timely manner regarding repair and cleanliness issues.
- Performs member evaluations of associations' cleanliness and maintenance on an annual basis.
- Orders housekeeping cleaning products, consumable paper products and pool supplies for daily cleaning and maintenance of the facility.

- Coordinates with program staff for the set up and break down of activities and related equipment.
- Must be responsible for the management of telephone and computer networks.
- Is responsible for the associations risk management related to the facilities.
- Maintains policies, procedures, guidelines and budget management for assigned staff and facilities with emphasis on public relations.
- Develops effective working relationships with schools, community organizations and companies.
- Provides development and leadership to staff and volunteers.
- Maintains computer files on facilities and equipment.
- Provides support to the annual community support campaign.
- Provides support to the annual Corporate Cup events.

**EFFECTS ON END RESULTS:**

This position ensures that all YMCA facilities function at maximum efficiency to support the objectives of the YMCA. Develops and maintains a competent and committed work force characterized by teamwork and the YMCA core values of caring, honesty, respect and responsibility. Members and patrons comment on the exceptional cleanliness and maintenance of the facilities, grounds and vehicles. Facility and equipment repairs are completed within 24 hours whenever possible, or signs are posted communicating reason for delay and anticipated repair time. Safety and risk management issues are anticipated and/or resolved in a timely manner. This position is primarily concerned with building long-term relationships with members and guests. This YMCA is viewed as a resource to meet our mission and goals. A primary goal is to build a community of healthy engaged families and individuals.

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Signature

Date