

YMCA of Greater High Point Job Description

Position Description	Department Head/Maint./Housekeeping	Branch: Grubb Family YMCA
Job Title:	Property Director	Position Code: Exempt
Incumbent:		Date:
Reports To:	Branch Director	

General Function

Under the general supervision of the Branch Director, the property director is responsible for maintenance, cleanliness and repairs of the YMCA, sports fields and buildings, and all of the property. Management includes hiring/firing, supervising, and general organization of the department. Management style and code of conduct must be consistent with the Christian Mission of the YMCA.

Qualifications

Position requires ability to exercise discretion and independent judgment involving the comparison and the evaluation of possible courses of conduct and decision-making after possibilities have been considered. Minimum of a high school diploma. 4-6 years of working experience in facility management. Problem solving skills and ability to prioritize needs are expected. Incumbent must be able to perform work independently. Must possess a valid Driver's License – CDL preferred.

- A strong knowledge of building and maintenance industry, repairs, equipment and special skills/supplies needed to clean carpet, floor care, etc.
- Must possess a good working knowledge of electrical, mechanical, HVAC and fitness equipment repair.
- Basic understanding of negotiating contracts and services and managing those relationships
- Basic computer skills
- Organized, with demonstrated supervision skills and the ability to develop a budget
- Strong verbal and written communication skills
- Positive human relation skills and the ability to relate to members, volunteers, and Y staff
- The ability to represent the YMCA in a mature and professional manner.
- A commitment to YMCA values, philosophies, and ideals
- Oversee the safety of the facilities

Essential Functions:

- Auditory ability to respond to critical incidents.
- Ability to perform routine first aid tasks.
- Ability to observe staff effectiveness, enforces appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Physical ability to operate emergency exits and perform emergency procedures.
- Ability to participate in activities and help all participants experience success.
- Walking, crouching, kneeling, lifting, sitting, stooping, climbing, carrying, pushing and pulling.

Principle Activities:

- A recruit, hires, trains and evaluates all YMCA employees in Maintenance and Housekeeping Department.
- Prepares and manages an appropriate budget for the department.
- Develops and supervises risk management program for department. Emphasis placed on government safety regulations and OSHA.

- Purchases supplies and materials necessary for department.
- Schedules employees' daily routine for housekeeping.
- Maintains records on service to equipment.
- Supervises preventive maintenance on equipment.
- Negotiates contracts with service companies for major equipment service and repairs.
- Insures department vehicles are serviced regularly and in working order.
- Advises Branch Director of future replacement needs and estimated costs.
- Supervises contract or repair service personnel while on site.
- Assures athletic fields are maintained and ready for play when scheduled.
- Assures proper repairs to plumbing and electric are done correctly.
- Assists with other department needs such as soccer goals.
- Be on call as emergencies arise.
- Monitors systems for the branch that include emergency exits, lighting systems, security systems, fire alarm systems, smoke detectors, sprinkler systems, extinguisher charges, and posted evacuation plan according to fire code.
- Coordinate setting up of equipment as needed for board meetings, staff meetings, programs, lunches, special events, etc.
- Work hours vary and nights/weekends are frequently
- Carry out and other special projects that are assigned

Effect on End Results

- The incumbent develops a team effort in department.
- Facilities are clean, safe and ready for use.
- Competent, dependable, and pleasant staff
- Sound financial management in meeting department budget goals
- Maintenance of branch assets and their appreciation
- Supplies and equipment available on a consistent basis

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.

This job description reflects management's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. We understand and mutually accept that the above description and supplement represent our agreement as to the job to be performed.

Supervisor

Supervisee
