



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

Job Title: **Facilities Director**
FLSA Status: Exempt
Leadership Level: Multi-Team Leader

Reports to: CEO
Revision Date: December 2024
Primary Department: Facilities & Operations

POSITION SUMMARY:

Directs the overall maintenance and improvements of YMCA facilities and all related budgets. Performs and manages repairs and maintenance and selected improvements to buildings, pools and equipment that are within areas of expertise and coordinates with outside companies as needed. Ensures the proper operation of all mechanical systems including pool systems. Oversees the general cleaning of the facilities by supervising and supporting the custodial and grounds departments. Plays a leading role in day to day operations. This position has regular day-to-day contact with members, participants and stakeholders and must enjoy customer service. At times, the Director is required to be hands-on and perform routine maintenance, cleaning and other manual labor. The Y is a growing non-profit with exciting new projects on the horizon. The director must be intentional, strategic and able to manage multiple projects at one time. The Y is a fun and vibrant community that requires adaptability.

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Director at Shasta Family YMCA stewards the Y's cause, promoting and protecting the brand and reputation as a global, inclusive organization within the community.

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. Responsible for overall planning and implementation of facility improvements, maintenance, and cleaning. This includes planning and implementing all preventative maintenance schedules at all YMCA facilities & partner facilities. Advises CEO and Facilities Committee on maintenance issues and projects as requested.
2. Using a project management system completes repair work and projects in a timely manner requiring balancing day-to-day and long-term needs.
3. Oversees all contractors that work in the facilities and grounds. May request and review bids, and recommend selection of contractors.
4. Ensures the proper operation of all mechanical systems.
5. Works with outside agencies such as fire, health, building department, etc. to ensure compliance with all local, state and federal regulations related to facilities and grounds.
6. Acts as safety compliance consultant including insuring compliance with OSHA regulations.
7. Recruits, hires, trains, develops, schedules and directs assigned staff. Reviews and evaluates team's performance. Develops strategies to motivate staff and achieve goals.
8. Supervises a small team.
9. Updates facility plans periodically. May develop annual plan of capital projects, consistent with the YMCA's strategic plan and community needs.
10. Works collaboratively with child care, healthy living, membership and all other staff in support of our cause.
11. Creates a member-focused culture and modals relationship-building skills (including Listen First) in all interactions. Fosters a climate of innovation and resolves problems to ensure member satisfaction.
12. Ensures a level of service and engagement that fosters loyalty among those we serve.
13. Ensures proper implementation of procedures. Reviews and updates procedures and communicates changes to staff in a clear, concise way. Coordinates with the business office as necessary on financial transactions.



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14. Develops and manages the departments budgeting process so that resources are devoted to top priorities and strategic objectives. Ensures operating budgets meet or exceed targets.
15. Responsible for communicating facility updates through email, social media and other mediums.
16. Coordinates with marketing efforts to maximize memberships and provides ongoing support to Program Directors on related issues.
17. Attend and/or organize membership events at the YMCA and represents the YMCA at community events to promote the YMCA.
18. In collaboration with the Membership Director ensures the safety and maintenance of high-quality facilities, grounds, and equipment. Ensure the Emergency Action Plan is current and staff are trained and prepared.
19. Effectively communicates community benefit and the Y's impact for all stakeholders (e.g., staff, volunteers, members, and community leaders) develops positive working and collaborative relationships with other organizations, businesses, and governmental entities.
20. Builds bridges within the community so that all segments of society have access to the Y.
21. All other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in related field preferred or equivalent combination of education and experience.
- Certified Pool Operator
- CPR/First Aid certifications
- YMCA Multi Team Leader certification preferred.
- Previous supervisory experience in customer service preferred.
- Ability to manage and lead through ambiguity and work across departments toward a common goal.
- Serve as a collaborative and supportive member of the management team.
- Personal computer skills and experience with standard business software is required.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

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 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.
- The employee must lift and/or move up to 50 pounds.
- The employee may need to walk around and perform manual labor for up to eight hours in different weather conditions.
- The employee may need to climb stairs, stoop, kneel, crouch or crawl.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate and at times louder.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature



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Today's date: _____