



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

Job Title: **Facilities and Maintenance Manager**

FLSA Status: Non-Exempt

Leadership Level: Team Leader

Reports to: Property Management Director

Revision Date: September 2026

Primary Department: Facilities & Operations

POSITION SUMMARY:

The Facilities and Maintenance Manager performs work independently on preventative, routine, and emergency maintenance for the building. This position is responsible for coordinating both in-house and outsourced facility projects and supervises the custodial staff. The Facilities and Maintenance Manager will create and implement checklists and scheduling for the maintenance technicians and the custodial staff. The Facilities and Maintenance Manager plans projects in collaboration with the Director of Facilities, orders supplies, and provides direction and instruction to Maintenance Technicians and others supporting the facility and projects. This includes scheduling, budgeting, safety, quality control, schedule, cost control, contracts, subcontractors, suppliers, proposals, estimates, documentation turnover, client relations/management, field staff and other duties. On average, this position is 40% admin and 60% hands-on maintenance.

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 Technician 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. The Facilities and Maintenance Manager coordinates in-house and out-sourced facility projects in coordination and collaboration with the Director of Facilities. This includes scheduling, budgeting, safety, quality, schedule, cost control, contracts, subcontractors, suppliers, proposals, estimates, documentation turnover, client relations/management, field staff and other duties.
2. Inspects work in progress to ensure that workmanship conforms to specifications and adherence to construction schedules.
3. Responsible for the oversight of day-to-day construction activities and the successful execution of single or multiple project simultaneously.
4. The manager will perform preventative, routine and emergency maintenance for both buildings, its support systems and program equipment. This includes but is not limited to carpentry, HVAC, landscaping, plumbing, and light electrical.
5. Responsible that all weekly, monthly, and annual maintenance schedules are being met while handling immediate operational needs.
6. Assists the Maintenance Technician with maintenance of the swimming pools and equipment as needed.
7. Communicate regularly with all other departments to keep staff and members informed.
8. Ensure YMCA building and property is secure during shift and report incidents and hazardous conditions to supervisor.
9. Facilities and Maintenance Manager will oversee routine cleaning and light maintenance of the buildings and ALL of their components
10. Facilities and Maintenance Manager will create and implement cleaning checklist and weekly scheduling of custodial staff
11. Facilities and Maintenance Manager will onboard new staff with all facility safety procedures



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12. Facilities and Maintenance Manager will be responsible for all EAP and safety ensuring all staff are trained
13. Facilities and Maintenance Manager will attend CCC meeting and serve on our safety committee
14. Facilities and Maintenance Manager will hire, train, hold accountable all custodial staff
15. Works collaboratively with aquatics, childcare, healthy living, membership & and other staff.
16. Creates a member-focused culture and models relationship-building skills in all interactions.
17. Able and willing to complete online Child Abuse Prevention training on first day, and other online and in-person training as required
18. In collaboration with the Membership and Operations Director ensures the safety and maintenance of high-quality facilities, grounds, and equipment.
19. May require at least one weekend day.
20. 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.
21. Builds bridges within the community so that all segments of society have access to the Y.
22. Attends monthly operations meetings and, as needed, board facilities committee meetings.
23. All other duties as assigned.

QUALIFICATIONS:

- Vocational/Technical certifications preferred.
- CPO Certification or the ability to get certified within 90 day of employment
- CPR/First Aid certifications or the ability to get certified within 90 day of employment
- Two to six years' experience with construction, plumbing, electrical, carpentry, HVAC, or other specialty skill areas.
- Good work ethic.
- Demonstrated excellent skills and the ability to work independently and provide leadership with specific tasks.
- An intermediate understanding of buildings and the operation and maintenance of building systems.
- Understanding of cleaning compounds and chemicals, and their safe, efficient use.
- Demonstrated skills in organization, time management, and coordination of workload.
- Knowledge of pool maintenance and operation, safety regulations and possession of a pool operator's certification. If not in possession of one, have the ability to obtain one as soon as the training course is available.
- Personal computer skills and experience with standard business software is preferred.
- 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 occasionally lift and/or move up to 40 pounds.
- 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.

SIGNATURE:

I reviewed and understand this job description.

Employee's name

Employee's signature

The Y: We're for youth development, healthy living, and social responsibility.



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Today's date: _____