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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: Building and Grounds Director
FLSA Status: Non-Exempt
Reports to: Executive Director

Grade: 8
Location: Westside
Date: February 2019

POSITION SUMMARY:

Under the direction of the Executive Director, the Building & Grounds Director will develop and manage the overall maintenance and housekeeping of the facility. A successful candidate will possess experience in property management, staff development and supervision, administration, and budget development. The position requires a commitment to meet superior member expectations in cleanliness and member service. The position is responsible for demonstrating YMCA leadership competencies to ensure the mission, purpose, image and core values of the YMCA of Greater Rochester is conveyed.

QUALIFICATIONS:

- Must possess a high school diploma or GED and a valid and clean New York State Driver's License.
- Candidates must have a minimum of five years' experience in building maintenance and facility management.
- Two years supervisory experience required.
- Must have a clear understanding of building trades including HVAC, electrical, plumbing, carpentry and commercial pool operations. Must have the ability to troubleshoot and resolve facility problems.
- Possess thorough knowledge of building cleaning to include disinfection, carpet care, tile and hard floor maintenance, wood floor care, and cleaning equipment maintenance are major components of this position.
- Must possess strong organizational skills as well as excellent communication skills.
- Must be able to work independently, as well as collaboratively with the Executive Director and fellow Leadership Team members.
- CPR/AED and First Aid certification is required or the ability to obtain within 60 days of hire date.

ESSENTIAL FUNCTIONS:

- Overall responsibility for facility and grounds of the Westside branch.
- Responsible for hiring, training, supervision, and development of department staff.
- Accountable for department budget development and management. Ensure a strong fiscal position and appropriate resource allocation.
- Perform mechanical repairs (plumbing, electrical, carpentry, painting, etc.) as needed
- Hire and supervise subcontractors as needed.
- Order and maintain equipment and supplies, and stock for emergency repairs.
- Ensure all appropriate temperatures', systems, preventative maintenance, and operational elements of the facility are in full compliance.
- Maintain full compliance with building codes and regulatory agencies.
- Maintain landscaping and grounds for all seasons.
- Coordinate with Executive Director to identify short term and long-term major facility goals.

- Work closely with VP of Properties on various operational issues to include products, equipment, building maintenance schedules, utilities, etc.
- Serves as a member of the branch staff team, assisting with Annual Campaign, special events, programming, and committees as assigned.
- Increased membership retention through timely facility and equipment repairs, as well as maintain a high standard of facility cleanliness.
- May occasionally require an adjusted work schedule, extended hours including evenings/weekends to meet deadlines.
- Attend all required meetings and trainings.
- All other duties assigned

ENVIRONMENTAL CONDITIONS & PHYSICAL DEMANDS:

- Ability to work indoor and outdoor in normal environment with some exposure to noise, dust, fumes, vibrations and temperature changes.
- Ability to move within the building including movement from floor to floor and outside the building.
- Ability to lift to 75 lbs. on a repetitive basis.
- Ability to bend, stoop and squat.
- May handle chemicals as part of the daily operational duties.

EFFECT ON END RESULT:

With consistent focus and delivery of the core operating objectives and good to great expectations, the YMCA will be recognized by the community as providing excellent service to all who walk through our doors or contact us on the phone. The YMCA will effectively connect and build relationships with its members and the community, resulting in continued growth in membership, programs and special services.

Signature

Date