



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

POCONO FAMILY YMCA JOB DESCRIPTION

Job Title: **Assistant Facility Director**

Status: Full Time (Exempt)

Reports to: Facility Director

Department: Facility

Revision Date: 7/28/17

POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. Directs the maintenance and improvement operations of YMCA facilities and vehicles, including preventative maintenance and related budgets.

ESSENTIAL FUNCTIONS:

1. Assists in the overall coordination of facility maintenance, including planning and developing preventative maintenance.
2. Assists in the proper operation of all mechanical systems.
3. Assists in the repair work and projects in a timely manner and helps oversees all contractors that work in the facility and grounds.
4. Participates with other members of management in the YMCA's fundraising campaign.
5. Advises management on maintenance issues and projects as requested.
6. Assists in the maintenance of vehicles and other equipment in accordance with the policies and procedures of the YMCA.
7. Performs other duties as assigned and in accordance with the planned Chart of Work.

YMCA COMPETENCIES (Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Cultivates relationships to support fund-raising.

Collaboration: Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience.

Operational Effectiveness: Develops plans and manages best practices through engagement of team.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in facility management or a related field or equivalent preferred.
2. Three or more years experience in facility management or closely related field.
3. Working knowledge of mechanical, electrical and plumbing systems, carpentry and other maintenance-related areas.
4. Skills in supervision, budget management and project management.
5. CPR, First Aid and AED certifications required within 30 days of employment.
6. "POOL" and boiler certifications required within 120 days of employment.
7. Ability and current license to drive with record that meets YMCA standards.
8. Familiarity with personal computers helpful.

9. Ability to respond to safety and emergency situations.

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 often required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, shovel snow, plow snow, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.
- The work is performed both indoors and out, and may require travel to various locations.
- While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.

SELF-MOTIVATION & INNOVATION:

To be able to accomplish the goals set forth in this job description, the incumbent will need to possess a *will to succeed*. "What can I do to advance the Y and help it become more successful?" should be the mind-set. The heart of the position will be the ability to look past "what is" and to see "what can/should be". A high level of self-motivation and innovation/creativity is required to be successful at this position.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____