



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

Central Connecticut Coast YMCA Position Announcement

Job Title: Facility Director
FLSA: Non-exempt – Full-time 40 hours

Reports To: Executive Director
Work Location: Fairfield YMCA

A Career with a Cause:

At the YMCA, strengthening community is our cause. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

General Function:

Under the direction of the Executive Director the Facility Director is responsible for administering the maintenance and improvement of operations of the Fairfield YMCA. Major areas of responsibilities include oversight of facilities, equipment, vehicles, overall cleanliness, preventative maintenance and related budgets. The position will have the responsibility of coordinating all preventative maintenance, risk management, and OSHA regulations. In collaboration with other departments, the Facility Director is responsible to monitor and to assure a clean, safe and attractive facility, with equipment and grounds that are well maintained and in good working condition.

Salary and Benefits:

- Salary Range: \$38,000-\$49,000 per year, Non-exempt
- YMCA Retirement Fund Contribution: 12% (Y-11%; employee-1%)
- Health Insurance (3 plans with significant employer contribution for employee's premium)
- Training and development including conferences, workshops, and membership in professional organizations

Essential Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The essential functions of this position include, but are not limited to the following:

- Maintain positive relationships with members, program participants, staff, and contractors that reflect the four character values of caring, honesty, respect, and responsibility.
- Provides overall coordination of facility maintenance and cleanliness in a timely manner, including planning and developing preventative maintenance plans and ensures the proper operation of all mechanical systems and equipment.
- Maintain swimming pool and related equipment.
- Recruit, train, supervise, and motivate all facility staff and contractors for specified duties. Models relationship-building skills in all interactions.
- Support in the process of requesting and reviewing bids, and recommending of contractors.
- Ensure that all buildings and grounds are maintained in accordance with approved YMCA, OSHA and other certifying agency standards.
- Ensures that assigned vehicles (and other equipment) are maintained and operated in accordance with the policies and procedures of the YMCA.
- Work with the Executive Director to develop, adhere to, and monitor budgets that support the preventative and annual maintenance plans.
- Updates facility plans as needed, including but not limited to development of an annual plan of capital projects, consistent with the YMCA's strategic plan and community needs.
- Maintain inventory of equipment and supplies.
- Work with CCC Y facility team and directors to maintain facilities and equipment at all branches.
- Provides leadership and support to the annual fundraising campaign and volunteer committees/boards as assigned. Develops and maintains effective working relationships within the community.
- Participate in Management Team meetings and activities.
- Positively represent the YMCA and maintain relationships with professional and community organizations/agencies.
- Participate in activities, workshops, conferences, etc. that will enhance personal and professional growth.
- Actively participate on Association teams and/or committees as assigned.
- All other duties within the Branch and the Association as assigned by the Executive Director.

Experience, Education, and Qualifications:

- Bachelor's degree or equivalent in facility management or a related field - required.
- Five or more years of experience in facility management or related field - required.
- Working knowledge of mechanical, electrical, pool, HVAC, plumbing systems, carpentry, general repair, and other maintenance-related areas.

- Skills in supervision, budget management and project management.
- Ability and current license to drive with record that meets YMCA standards.
- Computer competency including Microsoft Office
- Ability to respond to safety and emergency situations, during as well as after hours.
- Able to work a flexible work schedule.

Trainings & Certifications:

- Must complete online Blood borne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete other New Employee training within the first 90-days of employment.
- Must complete Child Abuse Prevention trainings within the first 90-days of employment.
- CPR/First Aid/AED within 90 days of employment
- Certified Pool Operator (CPO) within 120 days of employment

Core Competencies:

- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Project Management/Program:** Ensures program or project goals are met and intended impact occurs.
- **Quality Results:** Demonstrates and foster strong commitment to achieving goals in a manner that provides quality experiences.
- **Functional Expertise:** Executes superior technical skills for the role
- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community
- **Communication & Influence:** Listens and expresses self effectively and in such a way that engages, inspires, and builds commitment to the Y's cause

Effect on End Results:

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Facility Director be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Properties are clean and have safe environments and facility and equipment quality is ranked as excellent by members.
- Year-end financial results meet projected annual budgets.
- The components of "Standards of Excellence" plan are developed and met.
- Maintenance and repair records are maintained
- Positive relationships are maintained with members, staff, and outside contractors.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, run, handle or feel, reach with hands and arms, climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, shovel snow, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

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 various weather conditions. This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- The CCCY is a YMCA North American Network Y (one of the 70 largest Ys in North America) with an operating budget of \$28M.
- The Y delivers a full range of youth development, healthy lifestyle, and aquatic programs and services at our nine full-facility branches, two youth and community centers, and our resident camp in The Berkshires of Massachusetts. Through our Alpha Community Services Y Branch we lead the way in affordable supportive housing initiatives in Bridgeport and New Haven.
- The CCCY serves portions of Fairfield and New Haven Counties with a population of 850,000 including twenty-five towns and cities (Bridgeport and New Haven). Some suburban towns are 95% Caucasian and have median incomes of \$180,000. Bridgeport and New Haven include strong minority communities where 50-75 different languages are spoken. Median income in Bridgeport and New Haven is \$30,000. Our service area is a true example of the "two Connecticuts" with people of great wealth neighboring cities with many living in poverty.
- Steadily improving financial performance with recent balanced budgets including full funding of depreciation on contribution to reserves.

- 1,600 committed volunteers who donated 31,000 hours of service in 2017.
- 150 full-time and 1,000 part-time employees.

Advantages to the Area:

City hot and country cool is a description sometimes used for Coastal Fairfield and New Haven Counties. Our service area includes many affordable towns with great school systems and choices. This is a great place to raise a family. The greater New Haven area includes wonderful arts and cultural opportunities in addition to the many activities offered through Yale University. We are located 1.5 hours from New York and 2.5 hours from Boston. There are beaches, access to college and professional sports, and diverse towns and neighborhoods. The recreational opportunities in Connecticut and New England are fantastic!

Websites for More Information:

www.cccymca.org

www.gnhcc.com

www.brbc.org

Application Information:

Submit a cover letter, resume, and four references by **April 13, 2018** to **Diana L. Liptak, Executive Director, Fairfield YMCA** at dliptak@cccymca.org