

**CENTRAL CONNECTICUT COAST YMCA
JOB DESCRIPTION**

POSITION TITLE:	Facility Director I	BRANCH:	WOODRUFF
INCUMBENT:		DATE OF APPROVAL:	January 2013
REPORTS TO:	Executive Director		

GENERAL FUNCTION

Under the supervision of the Executive Director, the Facility Director is responsible for the housekeeping and maintenance of the Branch building, leased on and off-site child care centers where necessary, as well as grounds and equipment. This includes but is not limited to a 24,000 square foot facility with a swimming pool, 25 acres of property, a co-generation unit, dehumidification system and pool filtration system. Pool maintenance will be performed in conjunction with Aquatics Director. He/she will work with the Management Team to administer and support all programs and activities of the YMCA.

KNOW HOW

The incumbent must possess a minimum of three years of experience and training in one or more of the following areas; custodial services, HVAC systems or general contracting. A working knowledge of plumbing, electrical, mechanical, engine repair (cogeneration) and/or electronic systems maintenance and repair is also required. A degree, apprenticeship or certification in one or more of the above areas is preferred. Experience in preventive maintenance systems and working with outside contractors is recommended. Construction management experience preferred especially having worked with architects to complete building and /or major renovation projects a plus. Excellent communications skills required and fluency in both English and Spanish is recommended.

PRINCIPAL ACTIVITIES

- Maintain positive relationships with members, program participants, staff, and contractors consistent with our four character values of caring, honesty, respect and responsibility.
- Develop and implement complete cleaning specifications for all facilities. Supervise staff or contractors to ensure compliance with YMCA standards.
- Develop and implement preventive maintenance program for all mechanical and fitness equipment as well as the assist with swimming pool.
- Prepare and implement bid procedures for outside contractors. Make recommendations to Executive Director regarding same.
- Recruit, train, and supervise all staff and/or contractors for specified duties.
- Prepare and monitor annual budgets.
- Assist in overseeing the renovation of the YMCA building projects and upon completion maintain property.
- Maintain appropriate inventory of equipment and supplies. Order same as needed and approved.
- Ensure that all repairs are made in a timely manner.
- Ensure that all buildings and grounds are maintained in accordance with approved YMCA, OSHA and/or other certifying agency standards.
- Work with the Child Care Director, Site Coordinators and Head Teachers to maintain facilities and equipment at all sites when necessary.
- Assist the Aquatic Director in maintaining swimming pool operations at the branch building
- Assist with the development and implementation of membership recruitment, retention, and orientation strategies.
- 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.

EFFECT ON END RESULTS

- Year-end financial results meet or exceed projected annual budgets.
- Facility and equipment quality is ranked as excellent by members as evidenced by survey results.
- Risk management review is conducted regularly and standards met in a timely manner.
- Maintenance and repair records are maintained and all equipment and facilities meet approved standards.
- Positive relationships are maintained with members, staff, and outside contractors.
- Will maintain over 25 acres of property in a clean and safe environments
- Assist in the developing of a Master Facility plan for the Central Connecticut Coast YMCA