



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

STAUNTON-AUGUSTA FAMILY YMCA JOB DESCRIPTION

Job Title:	Maintenance Director	Job Code:	Director
FLSA Status:	Exempt	Job Grade:	\$38,229 - \$43,963 Annual Salary
Reports to:	Associate Executive Director	Revision Date:	06/24/2019
Leadership Level:	Team Leader	Function/Dept.:	03 – Facilities

POSITION SUMMARY:

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 Maintenance Director at the Staunton-Augusta Family YMCA intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined while also overseeing the maintenance and improvement of YMCA facilities and vehicles.

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. Provides overall coordination of facility and vehicle maintenance, including planning and developing preventative maintenance.
2. Ensures that assigned vehicles, mechanical systems and other equipment are maintained and operated in accordance with the policies and procedures of the YMCA.
3. Anticipates risk, implications, and possible outcomes before taking action.
4. Completes repair work and projects in a timely manner. Oversees all contractors that work in the facility and grounds. May request and review bids, and recommend selection of contractors.
5. Works with outside agencies such as fire, health, building depts., etc. to ensure compliance with all local, state and federal regulations related to facilities and grounds.
6. Prepares budgets and interprets balance sheets, income statements, cash flow statements, and forecasts to support the preventative and annual maintenance plans and monitor expenditures.
7. Identifies and mitigates significant business, financial, and operating risks and advises management on maintenance issues and projects as requested.
8. Recruits, hires, trains, develops, schedules and directs assigned staff and volunteers. Reviews and evaluates performance. Develops strategies to motivate staff and achieve goals. Models relationship-building skills in all interactions.
9. Updates facility plans periodically. May develop annual plan of capital projects, consistent with the YMCA's strategic plan and community needs. Part of the Association leadership team. Will determine Facility availability during weather events and construction, remodel efforts. Serves as Staff Liaison for Building and Grounds committee.
10. Will lead assigned initiatives which may include program & facility expansion, collaborative efforts and community involvement. Will assess facility needs to accomplish the Association's goals.
11. Performs other duties as assigned.



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LEADERSHIP COMPETENCIES:

- Critical Thinking & Decision Making
- Fiscal Management

QUALIFICATIONS:

- Bachelor's degree in facility management or a related field or equivalent.
- YMCA Team Leader certification preferred.
- Three or more years of experience in facility management or closely related field.
- CPR, First Aid and AED certifications required within 30 days of hire.
- Working knowledge of mechanical, electrical and plumbing systems, carpentry, and other maintenance-related areas.
- Skills in supervision, budget management and project management.
- Certified Pool Operator and boiler certifications required within 120 days of employment.
- Ability and current license to drive with record that meets YMCA standards.
- Familiarity with personal computers helpful.
- 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.

We are currently recruiting for this position. Please submit an application by: July 9, 2019.