



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF THE CHIPPEWA VALLEY JOB DESCRIPTION

Job Title: Director of Facilities and Maintenance – Eau Claire YMCA      FLSA Status: Full-Time; Exempt  
Reports to: Branch Director      Revision Date: October 2022  
Leadership Competency Level: Team Leader

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### POSITION SUMMARY:

Under the direction of the Branch Director, the Facility Director is responsible for the maintenance, cleanliness and improvements of the buildings and grounds under the branch's jurisdiction. Plans and monitors budgets, hires, trains and oversees maintenance dept staff. Hires, works with and monitors outside contractors in these areas.

### ESSENTIAL FUNCTIONS:

1. Provides overall coordination of facility; regularly inspects equipment, buildings and property; ensures all emergency and safety equipment operates properly, conducts and records all safety checks and reviews, oversees maintenance through development and implementation of a preventive maintenance program.
2. Develops annual budget for assigned areas and manages approved budget in accordance with Association Finance Department procedures and policies. Assess and recommends budgeting for facility and equipment needs, including capital improvement.
3. Oversees security of building including alarm system, FOB and key system, security cameras.
4. Completes repair work and projects in a timely manner.
5. Maintains cardio & strength equipment for the branch as well as needed preventative maintenance process and tracking.
6. Oversees all contractors that work in the facility and grounds. Requests and review bids and recommend selection of contractors.
7. Works with outside agencies such as fire, health, building depts., security etc. to ensure compliance with all local, state, and federal regulations related to facilities and grounds.
8. Oversees maintenance of Branch's mechanical operations including, but not limited, to HVAC, kitchen equipment, plumbing, water treatment, pool equipment and electrical systems.
9. Identifies and mitigates significant business, financial, and operating risks and advises management on maintenance issues and projects as requested.
10. 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.
11. Keep written records required by various licensing agencies and follow state and local ordinances.
12. Updates facility plans periodically. Develops annual plan of capital projects, consistent with the YMCA's strategic plan and community needs.
13. Mow lawns, shovel snow, trim trees and brushes, clean up properties, sweep sidewalks and parking lot and other outside maintenance tasks, as needed. Or assign these functions to appropriate staff or outside contractors.
14. Run errands as necessary due to breakdowns requiring miscellaneous parts, tools or equipment.
15. Receive chlorine and pool chemicals as schedule. Ensure proper treatment, use, and labeling of all facility chemicals following all OSHA, state and local regulations.
16. Works with CEO and Branch Director to clearly communicate with any committee as needed. Communicates information to appropriate staff to coordinate efforts through the organization.
17. Provides input and help to other branches within the association as needed
18. Models relationship-building skills in all interactions; responds to all member and community inquiries and complaints in timely manner.
19. Perform other duties as assigned.

## **YMCA COMPETENCIES (Team 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:*** Champions inclusion activities, strategies, and initiatives. 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. Provides staff with feedback, coaching, guidance and support.

***Operational Effectiveness:*** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

***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. High School Diploma or equivalent required; Associate's or Bachelor's Degree preferred.
2. Must possess a valid driver's license.
3. Working knowledge of mechanical, electrical and plumbing systems, carpentry, and other maintenance-related areas.
4. 3-4 years supervision experience in facility management, maintenance or groundskeeping
5. Previous aquatics facility maintenance preferred.
6. Current CPR/AED certification preferred; required within 30 days of hire.
7. Strong communication and computer skills.
8. Certified Pool Operator within 90 days of hire.
9. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

## **PHYSICAL DEMANDS:**

1. 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, mow lawns, lift and/or move up to 60 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.
2. The work is performed both indoors and outdoors and may require travel to various locations.
3. While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.

## **VISION FOR SUCCESS**

As the YMCA of the Chippewa Valley continues to evolve to meet the needs of our community, job descriptions may also evolve to meet the growing needs of our organization.

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Employee Signature

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Date

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Employee Name (print)