



THE DENNY PRICE FAMILY YMCA JOB DESCRIPTION

POSITION TITLE: Maintenance Director/Property Manager

DEPARTMENT: Maintenance

STATUS: Full Time/Non-Exempt

REPORTS TO: CEO

PURPOSE OF POSITION

Under direction of the Executive Director, plans, organizes and provides supervision and oversight for daily maintenance operations and activities in Denny Price Family YMCA, which includes landscape and lighting, facilities, fitness equipment areas, pool operations, parking lots & drainage; supervises and evaluates the work of both YMCA maintenance employees, outside contractors, and other employees as assigned by Executive Director; coordinates department activities with those of other departments; inspects and troubleshoots maintenance work; and performs related work as required.

DUTIES AND RESPONSIBILITIES

This position is the full supervisory level utilized in the Denny Price Family YMCA Maintenance Department. Duties include both field supervision and inspection of work and office administrative duties in support of the functional area of assignment. Incumbents are expected to exercise initiative and independence in implementing departmental policies, developing effective work processes, and solving operational problems.

(Duties are illustrative and not inclusive and may vary with individual assignments.)

1. Supervises maintenance and cleaning staff by determining workloads and schedules; develops, interprets, and implements policies and procedures; evaluates staff and makes hiring and termination recommendations; and ensures that staff are trained in complex maintenance activities and are following standard operating procedures.
2. Monitors and participate in operations in assigned sections including inspecting projects, developing, and implementing modifications and improvements, recommending specifications and scheduling for contracts, negotiating prices, and inspecting contractor's work to ensure that safe work practices and standard operating procedures are followed along with keeping Certificate of Insurance up to date and ensures vendors check in and out.
3. Answers questions and provides information related to projects including resolving problems, approving expenditures, handling complaints, and providing technical expertise in area of assignment.
4. Interacts professionally with the public, vendors and YMCA staff; maintains effective working relationships and works in cooperation with the management team to effectively meet departmental objectives.
5. Provides input into the development of the operating budget for the assigned area of responsibility; orders materials and supplies; assists in the monitoring and tracking of expenditures for the section.
6. Coordinates section activities with other sections, programs, and departments, including scheduling and resolving problems; coordinates and inspects work performed by contractors.
7. Assists in the selection of staff; performs annual evaluations of subordinates and recommends and implements discipline as required.
8. Ensures that safety training is provided to maintenance staff and that proper safety practices are followed.
9. Responds to emergencies as requested; coordinates activities with other responders; directs the work of staff and utilization of resources to complete repair and ensure the safety of the members and staff.

10. May perform a variety of field maintenance tasks, depending upon experience and level of certification.
11. Maintain maintenance of grounds and landscaping.
12. Prepares records related to the work performed and materials and supplies used.
13. Oversees the Manager On Duty, including, but not limited to hiring, training discipline, firing and yearly evaluations.
14. Establishes and maintains a preventive maintenance system.
15. Performs other duties of a similar nature or level.
16. Oversees the following: IT, Security (i.e. cameras, paxton, etc.) phones (ring central).
17. Serves on the Leadership team.
18. Maintenance of the pool.
19. Oversees all the YMCA purchase orders.

Qualifications

Required Education and Experience

Possession of a high school diploma or general equivalency diploma (G.E.D) and two years of skilled or semi-skilled maintenance experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above. College-level course work enabling incumbent to obtain job-related licenses or certificates is desirable.

Licenses:

Must possess and maintain a valid Oklahoma driver's license and a satisfactory driving record.

At the option of the CEO, persons hired into this position may be required to either possess or obtain within specified time limits designated licenses, certificates or specialized education and training relevant to the area of assignment.

PHYSICAL DEMANDS

Must possess strength, stamina and mobility to perform heavy physical work out of doors in all weather conditions and with exposure to potentially hazardous conditions, use varied hand and power tools, drive a motor vehicle and/or heavy construction equipment; lift and move materials and equipment weighing up to 50 pounds and heavier weights with the use of proper equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and/or radio. Must work emergency overtime as required. Must be willing to work outdoors in all weather conditions and with exposure to traffic and potentially hazardous conditions.

SALARY RANGE

\$45,000-\$65,000

THIS JOB DESCRIPTION MAY NOT BE ALL INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED BY THEIR SUPERVISORS OR CEO. JOB DESCRIPTIONS AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY THEIR SUPERVISORS OR CEO.

Employee Signature

Date

Supervisor Signature

Date