

Job Title: Maintenance Director

Branch: Franklin &/or Grove City

Status: Part Time or Full Time with Exceptions

Job Description

Ensures an attractive, safe and well-maintained facility by assessing, performing and directing building, grounds, and equipment maintenance projects.

Qualifications

- Associate's degree (A. A.) or equivalent from two-year college or technical school; and one to three years related experience supervising in this field; or equivalent combination of education and experience.
- Knowledge of procedures, safety measures and commonly used concepts within one or more particular facilities field(s) is strongly preferred.
- Must be able to read, write and follow instruction. Basic computer skills (email and work tickets) are essential.
- Possess basic mechanical aptitude and have experience in electrical, plumbing, carpentry, pumps, HVAC, lock repair, etc.
- Valid driver's license with acceptable driving record, and ability to work at a various locations during the course of a work day.
- Must be flexible in work scheduling to fulfill a variety of work shifts including work days and shift schedules (morning, noon, night) on occasion.
- Passionate belief in the Y's cause of nurturing the potential of all youth, supporting healthy living for all people and finding ways to help and support our neighbors.
- Understanding of the nature and purpose of the YMCA and the respective roles of volunteers and staff.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Proven track record of developing authentic relationships with others.

- Ability to foster a collaborative team approach to solving challenging situations.

Essential Functions

ESSENTIAL FUNCTIONS include the following, other duties may be assigned:

- Thinks, communicates and behaves as a cause-driven leader and role model for other staff and members when it comes to desired staff behaviors; promotes youth development, healthy living, and social responsibility in all job-related functions.
- Works with the Chief Operating Officer to develop facility maintenance plans and corresponding annual budget for department; monitors plan and budget to ensure that goals in both are met.
- Conducts building walk-throughs weekly to inspect for maintenance issues.
- Schedules and ensures implementation of preventative and restorative maintenance for building and equipment.
- Maintains all required logs, records and documentation necessary to uphold compliance with municipal codes, Branch procedures and association policy.
- Confers with other supervisors to coordinate activities of individual departments.
- Actively participates in all applicable trainings, meetings, committees, and special events when necessary.

PHYSICAL DEMANDS

- Must be able to stand for long periods of time
- Must be able to lift 50 pounds and carry for an extended periods of time
- Must be able to bend, kneel, climb, stretch, reach and pull

Salary: hourly or full time exempt

Additional Compensation Details: According to Employee Handbook

How to apply:

Please send cover letter, resume, and three professional references.

Email: acook@franklinymca.org

Resumes until: February 16, 2015