



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BUILDING & GROUNDS DIRECTOR

Job Title: **Buildings & Grounds Director**

FLSA Status: Exempt

Status: Full-Time

Reports to: Chief Executive Officer

Job Code: N/A

Job Grade: N/A

Department: Administration

Revision Date: August 2025

POSITION SUMMARY:

This position oversees the maintenance, repair, improvement, and housekeeping operations of YMCA facilities and equipment, supervising the housekeeping team to ensure high standards of cleanliness, effective preventive maintenance programs, and responsible management of related budgets.

ESSENTIAL FUNCTIONS:

1. Oversees facility maintenance, including planning and implementing preventive maintenance programs.
2. Supervises housekeeping staff—recruiting, training, scheduling, and evaluating performance to ensure high standards and motivated teams.
3. Ensures proper operation and timely repair of all mechanical systems and equipment per YMCA policies.
4. Manages contractors for facility and grounds projects—requesting bids, overseeing work, and recommending contractor selection.
5. Develops and monitors budgets for maintenance and housekeeping operations, ensuring fiscal responsibility.
6. Ensures compliance with local, state, and federal regulations by collaborating with relevant agencies (fire, health, building departments).
7. Advises management on maintenance issues, projects, and capital improvements aligned with YMCA's strategic plan.
8. Periodically updates facility plans and develops annual capital project plans based on community needs.
9. Performs 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. Provides volunteers with orientation, training, development, and recognition. 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. Associate's degree in facility management or a related field, or equivalent experience.
2. Minimum of two years' experience in facility management.
3. Working knowledge of mechanical, electrical, and plumbing systems, carpentry, and other maintenance-related areas.
4. Proven skills in supervision, budget management, and project management.
5. CPR, First Aid, and AED certifications required within 30 days of hire.
6. Certified Pool Operator (CPO) and boiler certifications required within 120 days of hire.
7. Valid driver's license with a driving record that meets YMCA standards.
8. Proficiency with personal computers preferred.
9. Ability to respond effectively 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.

1. Ability to work irregular hours, including evenings and weekends.
2. Physical stamina to walk, stand, sit (including on the floor), bend, lean, kneel, climb stairs and ladders, and perform repetitive motions for extended periods.
3. Capable of lifting and moving equipment weighing up to 50 pounds.
4. Visual and auditory ability to respond promptly and communicate effectively during critical situations and emergencies.
5. Exposure to communicable diseases, bodily fluids, and various weather conditions while performing indoor and outdoor duties, including tasks such as snow removal, grass mowing, and travel between locations.