

## Association Director of Building and Grounds

At the MetroWest YMCA, 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! Competitive pay and benefits! **Salary \$80,000 - \$90,000 annually!** Equal Opportunity Employer.

### POSITION SUMMARY:

Under the direction of the COO, and in accordance with the policies established by the Board of Directors of the MetroWest YMCA, along with the mission and goals of the YMCA, the **Association Director of Building and Grounds** directs the maintenance and development of all MetroWest YMCA facilities, grounds and vehicles, including preventative maintenance and related budgets. This position will also provide support as required at other YMCA leased or owned facilities.

### ESSENTIAL FUNCTIONS:

- Provide overall coordination of facility maintenance, including planning and developing preventative maintenance.
- Provide overall coordination of facility housekeeping, including the training, scheduling and supervision of YMCA staff as well as managing the cleaning that is provided by outside contractors to assure that the facilities are kept extraordinarily clean.
- Responsible for maintaining the grounds during each of the seasons to make sure that the property looks great at all times and is free of any hazards.
- Ensure the proper operation of all mechanical systems.
- Complete 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.
- 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.
- Develops budgets supporting the preventative and annual maintenance plans and monitors expenditures against budget.
- Recruits, hires, schedules and directs assigned staff and volunteers. Reviews and evaluates performance. Develops strategies to motivate staff and achieve goals.
- Follow and enforce safety guidelines at all times ensuring a safe working environment. Assures compliance with state and local regulations.
- Participates in the YMCA's Annual Support Campaign.

- Advises senior management on maintenance issues and projects as requested.
- Ensures that assigned vehicles (and other equipment) are properly maintained and operated in accordance with the manufacturers specifications.
- Assists in the development of annual capital projects, consistent with the YMCA's strategic plan.

#### **QUALIFICATIONS:**

- Five or more years experience in facility management or closely related field.
- Working knowledge of mechanical, electrical and plumbing systems, carpentry, and other maintenance-related areas.
- Skills in supervision, budget management and project management.
- CPR, First Aid and AED certifications required within 30 days of employment.
- Certified Pool Operators License certification and obtain Massachusetts Drinking Water License within 120 days of employment.
- Current driver's license to drive with driving record that meets YMCA standards.
- Familiarity with basic computer operations is preferred.
- Ability to respond to safety and emergency situations.

#### **PHYSICAL DEMANDS:**

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 100 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.

**Qualified and interested applicants please submit a cover letter and resume to [Employment@metrowestymca.org](mailto:Employment@metrowestymca.org) or apply online at [www.metrowestymca.org](http://www.metrowestymca.org). Jobs or Now Hiring tab and click on the "Click Here to Fill Out and Submit an Application"**