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SUPERIOR DOUGLAS COUNTY FAMILY YMCA JOB DESCRIPTION

Job Title: Property Manager

FLSA Status: Full-Time; Exempt

Reports to: CEO

Revision Date: May 2022

Leadership Competency Level: Team Leader

POSITION SUMMARY:

Under the direction of the CEO, the Property Manager is responsible for the maintenance, cleanliness, and improvements of the buildings and grounds under the Y's jurisdiction.

ESSENTIAL FUNCTIONS:

1. Provides overall management of facility; regularly inspects equipment, buildings and property; oversees maintenance through development and implementation of a preventive maintenance program.
2. Develops and manages annual budget for buildings and properties. Assists CEO, Finance Director and Facilities and Properties Committee with needs assessments including capital improvement.
3. Completes repair work and projects in a timely manner.
4. Establishes and maintains records of preventative maintenance, equipment life expectancy, OSHA requirements, inspections, and any other pertinent record keeping information related to the department.
5. Conducts basic cardio & strength equipment maintenance and repair, as well as needed preventative maintenance process and tracking.
6. Serves as lead contact for all repairs, projects, and maintenance at Y Camp at Lake Nebagamon including opening and closing Camp.
7. Oversees all contractors that work in the facility and grounds. Requests and reviews bids, and recommends selection of contractors.
8. 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.
9. Oversees maintenance of mechanical operations including, but not limited, to HVAC, plumbing, water treatment, pool equipment and electrical systems.
10. Identifies and mitigates significant business, financial, and operating risks and advises management on maintenance issues and projects as requested.
11. Recruits, hires, trains, 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.
12. Develops annual plan of capital projects, with assistance from CEO, consistent with the YMCA's strategic plan and community needs.
13. Clearly communicates and engages actively with Facilities and Properties Committee.
14. Communicates information to appropriate staff to coordinate efforts through the organization.
15. Models relationship-building skills in all interactions; responds to all staff, member and community inquiries and complaints in timely manner.
16. Responds to emergency calls as needed.
17. 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:

Education, Training & Work Experience

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or equivalent required
- Two years of advanced education in a related field and/or 3+ years in a related field.

Specialized Knowledge, Skills & Certifications

- Must possess a valid driver's license.
- Working knowledge of mechanical, electrical and plumbing systems, carpentry, and other maintenance-related areas.
- AFO/CPO Certifications a plus
- Current CPR/AED certification preferred; required within 6 months of hire.
- Strong communication and computer skills.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- A highly motivated, mission-driven person with strong leadership, management and organizational skills with the initiative to work independently as well as collaboratively.
- Ability to respond to safety and emergency situations

EQUIPMENT & APPLICATIONS:

- Microsoft Office

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 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.
- The work is performed both indoors and outdoors 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.

I have reviewed and understand this job description.

Employee's name, date, and signature

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