



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

VACANCY OPPORTUNITY- CORONA-NORCO FAMILY YMCA

Job Title: **Director, Property and Facilities**

FLSA Status: **Exempt**

Reports to: **Chief Executive Officer**

Revision Date: 3/15/2023

MISSION:

The mission of the Corona-Norco Family YMCA is to organize, develop, finance, and conduct programs for an association of persons of all ages that will, by putting Christian principles into practice, enrich the quality of their lives spiritually, mentally, physically and socially.

POSITION SUMMARY:

Reporting to the CEO, the Director of Property and Facilities, is responsible for carrying out a variety of tasks and programs that are aligned with the Association's strategic direction. The staff member manages the work-flow of contracted janitorial/maintenance staff while working effectively with members and program participants and staff members to achieve the Association's goals and standards.

The director will be responsible for the overall maintenance, cleanliness and facility operations and direction of contracted vendors. The director will oversee routine skilled preventative maintenance duties in the repair, cleaning, alteration, modification of buildings, equipment and facilities, and new facilities projects including new construction. This position has the authority to make decisions to ensure all YMCA policies are enforced and the interests and safety of our members and staff are prioritized.

The director will be exposed to information that is considered confidential (i.e. personal information on members, employees, facility, etc.) He or she is expected to maintain confidential information, as the job requires.

QUALIFICATIONS:

- HS Diploma required, Bachelors in related field preferred.
- Specialized training in facilities management and/or facilities trade or skills.
- Five (5) years minimum previous experience in facility management.
- Ability to follow and accept instructions and relate well with peers.
- Must have commitment to the mission and cause of the YMCA and uphold its values and ethics.
- Ability to work effectively with people of different backgrounds, abilities, opinions and perceptions
- CPR and First Aid certifications required within 90-days of hire.
- Must be able to model the core values; Caring, Respect, Responsibility, and Honesty.

PHYSICAL DEMANDS:

Sufficient strength, agility, and mobility to perform essential functions of position.

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel objects. The employee frequently is required to stoop, bend, kneel, crouch, crawl, talk, hear, stand, walk, sit, and reach with hands and arms. The employee must occasionally lift, push, pull, and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Status: Exempt/FT

Hours: 40+ per week (evenings and weekends also)

Salary: \$65,000-\$75,000 Annually