



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PROPERTY DIRECTOR

Job Description

Department: Property

FLSA/Job Point: Exempt/391

Revision Date: March 2020

General Function:

Under the supervision of the assigned supervisor, in coordination with the Association Property Director, and in harmony with the mission and purpose of the established policies and goals of the YMCA of the Virginia Peninsulas, the Property Director is responsible for the overall preventative and restorative maintenance as it relates to the facilities and equipment of assigned Centers. In addition, the Property Director is responsible for the preventative maintenance of YMCA buses and supervision of the custodial staff who have the responsibility for the cleanliness and sanitation of interior and exterior Property of assigned Centers.

Qualifications:

1. Journeyman's license in one of the following trades preferred and /or a minimum of three years' experience.
2. Experience in the following fields: lawn maintenance, commercial cleaning, floor maintenance and restoration and general commercial building maintenance.
3. Must possess strong organizational skills, communication skills (written and verbal) and human relation skills.
4. Must possess strong administrative skills, including supervisory experience, budgeting and working with staff, members, volunteers and general contractors/vendors.
5. Certification in CPR/First Aid/AED/O2 required within 60 days of hire.
6. Complete and maintain required trainings to include but not limited to: New Employee Orientation (NEO), Bloodborne Pathogens, Child Abuse Prevention (CAP), and Sexual Harassment upon hire and annually thereafter.
7. Satisfactory completion of a criminal background check, and Child Protective Services check.
8. Valid Driver's License and ability to obtain a Commercial Driver's license preferred.

Essential Functions:

- Support and practice the mission, vision and goals of the YMCA.
- Promote a professional work environment through character development by modeling the values of caring, honesty, respect and responsibility.
- Lead in a manner that advances our cause to strengthen the foundations of our community through programs that focus on youth development, healthy living and social responsibility.
- Actively participate in Association meeting, committees and/or leadership teams to promote Center/Association unity.
- Build and maintain positive relationships with staff, members, contractors, volunteers, vendors, municipal agents and the community.
- Communicate consistently and effectively with assigned Center Executive Director regarding weekly schedule and division of time between assigned locations.

Property Maintenance

- Ensure that all HVAC units are maintained at the highest level with a consistent preventative maintenance program and records on all equipment are in place in Association software system.
- Ensure that all electrical, mechanical and plumbing issues are handled on a timely basis with approved vendors, if needed and entered in Association software system.
- Ensure Centers are meeting or exceeding the Association's risk management policies and procedures and that they have comprehensive security, fire alarm and sprinkler systems that are properly functioning and are inspected on a regular basis.
- Assist the Center Executive Directors in the development and implementation of any Property issues and shutdowns.
- Assure onsite and offsite YMCA building, vehicles, grounds, fields and equipment are well maintained, safe and in good working order.

STRONGER TOGETHER

YMCA OF THE VIRGINIA PENINSULAS



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- Work directly with Center Executive and Aquatics Director to maintain the pool mechanical and chemical systems as they relate to the center, if applicable.
- Assist Center Executive Director and Association Property Director in the development and implementation of any Property shutdowns.

Property Administration

- Prepare and administer assigned annual budget, making revisions as necessary to meet or exceed budget guidelines.
- Administer system of records and reports for assigned areas to include Property, equipment and transportation tracking. Implement and manage Association work order system and preventative maintenance system (Property Dude).
- Complete payroll responsibilities and maintain scheduling for Property cleaning staff.
- Point of contact for vendors, contractors and building issues as they arise.
- Manage inventory, order, and organization of cleaning and paper supplies on a monthly basis within budget guidelines.
- Administer/supervise the Community Service Program in collaboration with appropriate court/locality.

Team Leadership

- Hire, develop motivate and retain a committed staff team passionate about the YMCA's mission and service to members. Supervise housekeeping operations to ensure high quality, consistent cleanliness throughout all assigned facilities.
- Hold regular one-on-one meetings with all staff members to learn about, gauge satisfaction, and provide career development coaching/training.
- Hold regular department staff meetings to train, coach, role-play, and provide updates on center and association-initiatives.
- Provide leadership to the Center by participating in Center meetings and events, association leadership teams and task forces as assigned to increase communication, awareness and quality in the organization
- Complete all job-related, supervisory, and other trainings as required.
- Ensure all members, guests, and program participants are in a safe environment and actively follow Center Emergency Operations Plan (EOP).
- Actively participates in center leadership activities (to include Supervisor on Duty and occasional special events).
- Carry out other related duties as deemed necessary by the youth development department and center operations to ensure an excellent member experience.

YMCA Competencies (Team Leader):

Engaging Community, Communication & Influence, Inclusion, Collaboration, Emotional Maturity, Critical Thinking & Decision Making, Developing Self & Others, Philanthropy

Supervisory Responsibilities:

1. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
2. Build positive relationships with other Association staff members; share information with appropriate associates; cooperate with others in Association.
3. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Skills and Ability Requirements:

1. Ability to read, analyze and interpret documents. Ability to respond effectively to inquiries or complaints.
2. Ability to apply mathematical concepts to practical situations. Must be able to apply mathematical operations to such tasks as budget preparation and program planning.
3. Ability to reason and define problems with limited direction as to means and results.

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4. Must be able to occasionally lift and/or move up to 50 pounds.
5. Ability to endure prolonged kneeling, standing and bending.
6. Ability to perform strenuous physical tasks necessary for cleaning and maintaining building.
7. Ability to respond to emergency situations.
8. Ability to meet the physical demands of this position, which include mobility of travel to conferences, facilities, properties and participating in promotional and special events sponsored by the Association.

To apply please visit: [Employment | YMCA of the Virginia Peninsulas \(ymcavp.org\)](https://www.ymcavp.org/employment). Salary range is \$45,000.00-\$50,000.00. For questions please email Carla.heuss@ymcavp.org