

**Bedell Family YMCA
Job Description**

Job Title: Property Manager

Pay Grade: Exempt - 15

Reports to: CEO

Job Summary: To work as part of the YMCA Leadership Team in building programs that promote Healthy Living, Social Responsibility and Youth Development by providing leadership for all aspects of the physical facilities and grounds of the Bedell Family YMCA. The Property Manager will effectively keep equipment and all property in good repair by proactively managing projects. The Property Manager will ensure that grounds are safe, kept up, and well maintained.

Rate Range:

Essential Functions:

1) Overall

- a. Support the mission of the YMCA.
- b. Incorporate the YMCA character development Caring, Honesty, Respect, and Responsibility in our daily routine and incorporate these character traits when interacting with staff and members.
- c. Maintain a positive working relationship with fellow staff and members of all ages and background.

2) Property Management

- a. Responsible to communicate with supervisor concerning work that needs to be completed, progress of projects and any other information that needs to be discussed.
- b. Coordinate outside grounds care including maintenance on lawn mowing equipment, raking, trimming, and mowing of grass, parking lot upkeep.
- c. Responsible for coordinating snow removal from parking lot and sidewalks.
- d. Responsible for maintenance of all pools and spas and to ensure that these bodies of water are safe for members and guests.
- e. Responsible to work with Aquatics Director to coordinate a cleaning and vacuuming schedule for Aquatics facility.
- f. Responsible to work with Aquatic Director to ensure that pools and spa follow all code requirements including the completion of all paperwork.
- g. Responsible to work with Program Staff to assure that all program areas are in good working order.
- h. Responsible to inspect the building weekly. Specifically looking for needed repairs to facility and equipment that are necessary to ensure the safety of members, guests and YMCA staff.
- i. Responsible for maintaining YMCA vehicles to ensure that they are in working order.
- j. Responsible to assist other staff in room set up and tear down.
- k. Responsible to secure written bids for all projects and to work with all contractors to manage projects with the goal being as little interruption of service to YMCA members and guests.
- l. Responsible to respond to calls and to assist staff in solving problems.
- m. Responsible to attend meetings as required by supervisor and to communicate maintenance issues to YMCA staff.
- n. Responsible to function as part of a team to ensure the YMCA fulfills its mission in the community.
- o. Perform other duties as assigned by supervisor

3) Supervision

- a. Recruit, train, schedule, supervise, and evaluate all part-time and full-time YMCA Maintenance Staff.

- b. Conduct staff meetings and training's as needed to keep staff informed and certified.
- c. Develop and implement training process for staff to prepare them for work.
- d. Works with the YMCA Executive Board for input on facility issues.

4) Budget

- a. Develops annual budget for all maintenance needs. All variances must be reported to CFO with explanations.
- b. In cooperation with the CEO and CFO, develop, monitor, and implement the annual budget.
- c. Monitor staffing patterns and make recommendations or needed changes to CEO.

5) Financial Development

- a. Create and maintain a Capital Renewal Schedule for all YMCA assets to ensure a replacement cycle of equipment.
- b. Act as a Staff Liaison in the organization's Annual Strong Kids Campaign
- c. Contribute grant research and writing for YMCA facility improvements/enhancements opportunities.
- d. Work with vendors and community members on the development of sustaining gifts to the YMCA.
- e. Provide help in securing bids for capital development.

6) Volunteer Development

- a. Supervise all YMCA Community Service participants in partnership with outside agencies.
- b. Give names of potential policy volunteers to the CEO
- c. Act as a staff liaison to various committees served Camp Foster YMCA

7) Qualifications

- a. High School Diploma or GED
- b. Current CPR and First Aid certificate
- c. Attain appropriate certifications to operate all association pools/spas, vehicles and equipment.
- d. Required: CDL and CPO Certifications
- e. Work towards obtaining Multi-Team Leader Certificate

Working Conditions:

- Ability to work in excess of a 40-hour week with irregular work hours.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Must be able to lift and supplies weighing up to 20 pounds.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate.
- Ability to view/enter data for long periods of time.

Effect on End Result

The effectiveness of a competent Property Manager will be a steady growth and retention of members, program participants, and individuals involved in the programs of the Bedell Family YMCA. The Property Manager will impact the community understanding of the "Y" and its mission. The "Y" will be known as the leader in the community, as a mission-driven, values-driven, ethical organization.

Specifically agreed upon goals will be mutually established and reviewed at least once per year. The measurement of the Property Manager's performance and effectiveness will be based on the accomplishment of these goals.

WE UNDERSTAND AND MUTUALLY ACCEPT THAT THE ABOVE DESCRIPTION REPRESENTS OUR AGREEMENTS AS TO THE JOB TO BE PERFORMED.

Employee _____ Date _____ CEO _____ Date _____