



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Central Connecticut Coast YMCA Position Announcement

Job Title: Assistant Facility Director
Salary: \$10.10 to \$15.00/Hour
FLSA: Non-exempt – Part Time

Reports To: Sr. Director of Clinical Services for Perm. Supp. Housing
Work Location: Alpha Community Services YMCA
Work Schedule: Varies based on need

A Career with a Cause: 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. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

We are welcoming: we are open to all. We are a place where you can belong and grow. **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.

Position Summary:

Under the direction of the Senior Director, with input and guidance from the Facility Director I, the Assistant Facility Director is responsible for administering the maintenance and improvement of operations of the Alpha Community Services YMCA. Major areas of responsibilities include care for facilities, equipment, vehicles, overall cleanliness, preventative maintenance in accordance with established budgets. The position will support coordination of preventative maintenance, risk management, and OSHA regulations. In collaboration with other departments and management direction, the Assistant Facility Director will monitor and to assure a clean, safe and attractive facility, with equipment and grounds that are well maintained and in good working condition.

Essential Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of this position include, but are not limited to the following:

- Maintain positive relationships with clients, program participants, staff, and contractors that reflect the four character values of caring, honesty, respect, and responsibility.
- Assist in coordination of facility maintenance and cleanliness in a timely manner, including planning and developing preventative maintenance plans and ensures the proper operation of all mechanical systems and equipment.
- Support the process of requesting and reviewing bids, and recommending of contractors.
- Ensure that all buildings and grounds are maintained in accordance with approved YMCA, OSHA and other certifying agency standards.
- Ensure that assigned vehicles (and other equipment) are maintained and operated in accordance with the policies and procedures of the YMCA.
- Work with the Senior Director and Facility Director 1, to develop, adhere to, and monitor budgets that support the preventative and annual maintenance plans.
- Assist with updates of facility plans as needed, including but not limited to development of an annual plan of capital projects, consistent with the YMCA's strategic plan and community needs.
- Assist with maintenance of inventory of equipment and supplies.
- Work with CCC Y facility team and directors to maintain facilities and equipment at all branches.
- Participate in Team meetings and activities.
- Positively represent the YMCA and maintain relationships with professional and community organizations/agencies.
- Participate in activities, workshops, conferences, etc. that will enhance personal and professional growth.
- Actively participate on Association teams and/or committees as assigned.
- All other duties within the Branch and the Association as assigned by the Senior Director.

Experience, Education, and Qualifications:

- Minimum of a High School Diploma or equivalent required.
- Working knowledge of mechanical, electrical, HVAC, plumbing systems, carpentry, painting, general repair, landscaping, and other maintenance-related areas including associated supplies and equipment.
- Ability and current license to drive with record that meets YMCA standards.
- Computer competency including Microsoft Office
- Ability to respond to safety and emergency situations, during as well as after hours.
- Able to work a flexible work schedule.

Trainings & Certifications:

- Must complete online Blood borne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete other New Employee training within the first 90-days of employment.
- Must complete Child Abuse Prevention trainings within the first 90-days of employment.
- CPR/First Aid/AED within 90 days of employment

Core Competencies (Leader):

- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Project Management/Program:** Ensures program or project goals are met and intended impact occurs.
- **Quality Results:** Demonstrates and foster strong commitment to achieving goals in a manner that provides quality experiences.
- **Functional Expertise:** Executes superior technical skills for the role
- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community
- **Communication & Influence:** Listens and expresses self effectively and in such a way that engages, inspires, and builds commitment to the Y's cause

Effect on End Results

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Assistant Facility Director be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Properties are clean and have safe environments and facility and equipment quality is ranked as excellent by clients and staff.
- Year-end financial results meet projected annual budgets.
- The components of "Standards of Excellence" plan are developed and met.
- Maintenance and repair records are maintained
- Positive relationships are maintained with clients, staff, and outside contractors.

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, run, handle or feel, reach with hands and arms, climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, shovel snow, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity. The employee must frequently lift and/or move up to 25 pounds and occasionally lift 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 ability to adjust focus.

Work Environment:

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 various weather conditions. This job operates in an office and multi-tenant residential environment. This role routinely uses maintenance, repair, building, landscaping, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Websites for More Information:

www.cccymca.org

www.brbc.org

Application Information:

Submit a cover letter, resume, and four references by **May 31, 2019** to **Claribel Coreano, Senior Director of Clinical Services** for Permanent Supportive Housing at ccoreano@cccymca.org