



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## ITASCA COUNTY FAMILY YMCA BUILDING AND GROUNDS DIRECTOR

Job Title: **Building and Grounds Director**

Status: Fulltime, exempt

Reports to: Chief Executive Officer

Revision Date: January 2025

---

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Directs the maintenance and improvement operations of YMCA facilities, grounds and vehicles, including preventative maintenance and related budgets. Develops a regional reputation for a YMCA operation that is clean, safe, high functioning and energy efficient. The Building and Grounds Director strives to create a culture and physical environment that motivates members, co-workers, donors and community leaders.

### ESSENTIAL FUNCTIONS:

1. Provides overall coordination of facility and grounds maintenance, including planning and developing preventative maintenance.
2. Ensures the proper operation of all mechanical systems.
3. Complete repair work and projects in a timely manner. Oversee all contractors that work on the facility and grounds. Request and review bids and recommend selection of contractors.
4. Works with outside agencies such as fire, health, building dept., etc. to ensure compliance with all local, state and federal regulations related to facilities and grounds. Follows infection/safety control policies and procedures of the facility.
5. Assists in the development of the department budget and monitors expenditures against budget.
6. Recruits, hires, trains, develops, 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. Requiring staff to follow OSHA guidelines.
7. Participates with other members of management in the YMCA's fundraising campaigns.
8. Anticipates challenges and opportunities. Advises management on maintenance issues and projects.
9. Ensures that assigned vehicles (and other equipment) are maintained and operated in accordance with the policies and procedures of the YMCA.
10. Tracking inventory for facility supplies.
11. Updates facility plans periodically. May develop annual plan of capital projects, consistent with the YMCA's strategic plan and community needs.
12. Performs other duties as assigned.

### YMCA COMPETENCIES:

***Mission Advancement:*** Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. 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.

**The Y: We're for youth development, healthy living, and social responsibility.**

*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.

*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:**

1. Preferred bachelor's degree in facility management or a related field or equivalent.
2. Three or more years' experience in facility management or closely related field.
3. Working knowledge of mechanical, electrical, plumbing, carpentry, and other maintenance-related areas.
4. Knowledge of OSHA and other safety requirements
5. Must be able to respond to emergencies, via telephone or in-person, depending on the nature of the situation
6. Must possess leadership ability and willingness to cooperate and communicate with all staff and Department Directors.
7. Skills in supervision, budget management and project management.
8. CPR, First Aid and AED certifications required within 30 days of employment.
9. "POOL" and Class C Boiler License required within 120 days of employment.
10. Ability and current license to drive with record that meets YMCA standards.
11. Proficient in mechanical systems.
12. Proficient in computer software and systems - Scheduling & Payroll Services.

#### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

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

#### **OUR CULTURE:**

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

#### **SIGNATURE:**

I have reviewed and understood this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_

**The Y: We're for youth development, healthy living, and social responsibility.**