



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Worthington Area Family YMCA-DeGroot Family Center

JOB DESCRIPTION

Title: BUILDING & GROUNDS SUPERVISOR

Supervisor: Executive Director/CEO

Date: October 31, 2013

GENERAL FUNCTION

This position is responsible for the operation and maintenance of the YMCA building and grounds. The Building & Grounds Supervisor helps to oversee the custodial staff; is responsible for all facets of the physical building and property; with the CEO, has some fiscal accountability; and participates as a member of the staff team.

POSITION REQUIREMENTS

A general know-how of a variety of maintenance skills Boiler Operator License and A CPO (Certified Pool Operator) and/or POOL (Pool Operator on Location) certification is required, or can be acquired upon employment. Post-secondary training in related fields is also desirable.

PRIMARY RESPONSIBILITIES

PERSONNEL

1. With CEO and Staff, Hire, train, schedule and supervise the day-to-day responsibilities of any part-time janitorial custodians and or with contracted cleaning services.
2. Place appropriately and closely supervise with other Y staff all court referred and sentence-to-service volunteers.
3. Maintain accurate records on all employees and evaluate on a timely basis.

BUILDING & GROUNDS

1. Has knowledge and is responsible for the operation up keep and general maintenance of the swimming pools, HVAC, boilers, hot water heaters, exercise equipment, plumbing and electrical systems.
2. In emergency, be available to assist in facility emergencies,(ie: alarms notifies of equipment shut down etc.)
3. Develops a preventive maintenance program and routinely inspects all areas of the facility including the association's safety & risk management plan.
4. Ensures the cleanliness of the entire facility and that all equipment is in proper working condition.
5. Performs minor repairs within capabilities and procures contracts with independent contractors for other major repairs.
6. Foster and maintain a positive relationship with College Campus staff to ensure quality outdoor needs are being met.
7. Responsible for the facility recycling plan and waste removal contract.
8. Ensures that the building and grounds meets all inspector codes and that all OSHA guidelines are followed.

FISCAL MANAGEMENT

1. Accountable for revenue and expense goals in related areas including custodial staff and occupancy costs.
2. Purchases supplies within guidelines.
3. Recommends energy saving measures and other cost-efficient efforts.
4. Develops the operating budget along with the Executive Director.

WORTHINGTON AREA YMCA – DEGROOT FAMILY CENTER

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W YMCAWORTHINGTON.ORG

Our Mission: To put Christian Principles into practice through programs that help build spirit, mind, and body for all.

PUBLIC RELATIONS

1. Represent the YMCA when needed at community meetings and events as directed by the Executive Director
2. When implemented act as a primary staff liaison to the Building and Grounds Committee.
3. When needed assist in set up rooms for various events and meetings.
4. Work as a member of the staff team and interact with members, guests and other community leaders in a positive manner.

EFFECT ON END RESULTS

1. A YMCA that is recognized for high standards of cleanliness and efficient repair of equipment.
2. Motivated and well-trained staff and volunteers.
3. An environment where safety and risk management is the highest priority.
4. A YMCA that is welcoming to the community and reflects our mission and values.

ADDITIONAL PERFORMANCE STANDARDS:

A. Team Player/Teamwork:

Builds confidence and reliability in work relations with others; is open to dialogue and other points of view, is supportive of the team process, is willing to help out when needed, effectively contributes to the team problem solving, willingly works with others to arrive at the best solutions, effectively cooperates and works well with others, willing to share information, knowledge and resources to help out the YMCA.

B. Customer Relations:

Demonstrates a true conviction to helping the youth and families we serve, continually shows an adherence to the mission of the YMCA and to the wants and needs of our clientele, has a stewardship mentality, recognizes and actively participates in opportunities to advance the image of the YMCA to our customers/clients, exhibits the personal capacity to act responsibly and sometimes independently in a customer/clients best interest.

C. Proactive, Positive Responsive to Change:

Is positive in attitude and actions, actively seeks solutions to problems, makes the best of situations, responds positively to changes, solves problems, always seeking to improve, exhibits the personal capacity to act and perform without prompting from others, demonstrates a willingness to adapt to changing situations in the work environment.

D. Caring, Honesty, Respect & Responsibility:

Responsive to the needs of the YMCA, attendance and work performance can always be relied upon, assumes responsibility for work results. Follows through on tasks, perceived as being honest, believable, and trustworthy, actions follow words, consistently show respect for others, is loyal to people who are not present in discussions, is fair, caring and sincere in dealings with others.

