



JOB POSTING: Facility/Maintenance Supervisor, Bay Shore

POSITION SUMMARY:

Under the supervision of the Facilities Director, the Facility/Maintenance Supervisor is responsible for ensuring cleanliness and overall maintenance of the YMCA facility. This would include completing assigned maintenance and repair projects, monitoring pool chemicals and maintenance, ensuring cleanliness of facility, maintaining equipment, completing annual building maintenance projects, coordinating the set up for all programs and special events for the Branch. Also responsible for supervision of part-time maintenance staff and community service workers during evening operational hours. The Facility/Maintenance Supervisor has a direct effect on the efficient operation of the Branch programs. This person will provide a healthy, safe and clean environment for all members and staff and will display the values of Caring, Honesty, Respect and Responsibility.

ESSENTIAL FUNCTIONS:

- Provide friendly and courteous service to all members, clients, employees and volunteers of the Y.
- Ensure all maintenance requests are immediately addressed personally and provide follow-up to ensure task was completed.
- Inspect all areas of facility on a daily basis and immediately address all housekeeping and or building issues with the maintenance staff. Perform cleaning tasks as needed. Review with Supervisor.
- Monitor and perform maintenance and repairs on pool filtration, chemical and HVAC systems on a daily and weekly basis. Ensure the pools meet all local, county and state regulations.
- Coordinate with Department Directors various program equipment setup and transitions from season to season, e.g., camp, pre-school, fitness, sports, aquatics and execute plans.
- Under direction of Facilities Director perform various maintenance and repairs throughout facility. Prioritize all tasks via Maintenance Repair requests, depending on urgency, for the day.
- Contribute to a positive work environment by illustrating pride in job, enthusiasm and cooperation with co-workers.
- Keep preventative maintenance and service logs on all building equipment.
- Maintain the highest level of cleanliness and upkeep throughout the Branch in coordination the program.
- During inclement weather, e.g., snow, rain, wind, or other emergencies, make sure staff and members will have access to the building as scheduled by performing necessary tasks to do so, e.g., snow removal, flood removal, tree damage removal, etc. Ensure members and staff have safe access to and from the Y and the parking lots.
- Monitor closely all building areas through a systemic method of daily, weekly and monthly facility checklists and visual inspections.
- Ensure the safety and proper functioning of all equipment, furnishings and program conditions. Report and document malfunctions to the Facilities Director or Executive Director with appropriate recommendations to remedy situation.
- Make continuous rounds on an hourly basis, throughout all areas of the building to make one-self visible and available to members and staff in all parts of the facility.
- On-Call 24 hour responsibilities. Available as needed outside of normal work hours.
- Oversee maintenance staff in absence of Facility Manager. Supervise evening maintenance team and work weekends where needed. Evaluate staff on an annual basis.
- Ensure that the cleaning of the building meets the highest standards. The building shall be kept in as new condition. Communicate issues and any changes or concerns directly to Facilities Director. Make recommendation to improve functionality of overall building and implement.
- Assist Facilities Director with pertinent record keeping for a history of all work performed and budget development.
- Follow all Association accounting policies and procedure in regards to purchasing and necessary records.
- Maintain all department equipment. Ensure conservation of resources. Make recommendations for improvement or resources.

- Under the supervision of the Facilities Director order all equipment and supplies needed. Make sure the Building Department has proper amount of inventories for pool chemicals, tools and equipment, etc. Stay with budget guidelines.
- Ensure program, staff and patrons maintain hygiene habits/practices in accordance with CDC guidelines.

QUALIFICATIONS:

- High School Diploma required.
- Minimum of 5 years of related experience.
- Certified Pool Operator's license preferred.
- Must have a valid NY State driver's license and clean record

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.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of outdoor/indoor settings.

HOW TO APPLY:

For consideration, email your resume and cover letter to Dan Roan, Facilities Director, at Daniel.Roan@ymcali.org.

Salary based on qualifications and experience. Excellent benefits package including YMCA Retirement Plan, Health, Dental and YMCA Membership/Child Care.