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KENOSHA YMCA

NOW HIRING: Facilities Director

The Kenosha YMCA is a dynamic non-profit organization committed to transforming lives and communities. We are seeking a motivated, energetic Facilities Director who is ready to make a difference. This position will provide vision, leadership, and hands on support for facility, vehicle, and grounds maintenance and cleanliness. This is a full-time position with a full benefits package.

JOB RESPONSIBILITIES

- Provides overall coordination of facility, vehicle and grounds maintenance and cleanliness.
- Supervises two full-time staff, multiple part-time staff, and cleaning service.
- Ensures that assigned vehicles and other equipment are maintained and operated in accordance with the policies and procedures of the YMCA.
- Researches, recommends, and orders proper janitorial and maintenance supplies
- Anticipates risk, implications, and possible outcomes before taking action.
- Completes repair work and projects in a timely manner. Oversees all contractors that work in the facility and grounds. May request and review bids, and recommend selection of contractors.
- Works with outside agencies such as fire, health, building depts., etc. to ensure compliance with all local, state and federal regulations related to facilities and grounds.
- Prepares budgets and interprets income statements, and forecasts to support the preventative and annual maintenance plans and monitor expenditures.
- Recruits, hires, trains, develops, schedules and directs assigned staff and volunteers. Reviews and evaluates performance.
- Develops annual plan of capital projects, consistent with the YMCA's strategic plan and community needs.
- Promote positive environment that fosters safety and our YMCA values.

KEY QUALIFICATIONS

- Bachelors Degree in facility management or related course preferred
- Working knowledge of mechanical, electrical and plumbing systems, carpentry, and other maintenance areas
- Three or more years of experience in facility management or closely related field.
- Skills in supervision, budget management and project management.
- Pool operator certification required within 120 days of employment.
- Valid drivers license with record that meets YMCA standards.
- Computer skills necessary.
- Ability to respond to safety and emergency situations.

HOW TO APPLY

Resume & cover letter to Cindy Altergott, Executive Director. Kenosha YMCA, 7101 53rd Street, Kenosha, WI 53144 or caltergott@kenoshaymca.org by May 10, 2019 or until filled.