PHILADELPHIA FREEDOM VALLEY
JOB DESCRIPTION

JOB TITLE: Assistant Property Director
LEVEL: 11
SUPERVISOR: Facility Director

POSITION PURPOSE
The Assistant Property Director is expected to provide leadership in the management of the physical plant, HVAC, and grounds of the YMCA to assure a safe, clean and attractive facility; assure all fire, electrical, pool and other state and local codes are followed and permits secured; maintain all equipment according to policies and procedures; assist in the Management of staff and contractors to assure compliance with OSHA and risk management policies and procedures at all times; work cooperatively with other departments to complete necessary projects that are responsive to member needs; serve as leader in conveying the YMCA mission and vision to members, volunteers and community partners.

ESSENTIAL FUNCTIONS
- Assist in the management of the operations and personnel in the maintenance and housekeeping departments. Ensure the safety and well being of members, staff, and volunteers.
- Ensure quality service delivery and effective use of resources including staff, volunteers, facilities and equipment within established budget.
- Supervise scheduled project work to be completed with minimal disruption in service to members.
- Ensure that all safety and risk management procedures are followed and logs and records maintained.
- In cooperation with the Facility Director, conduct daily building audits to determine priorities and work to be completed; follow up with member concerns within 48 hours.
- Manage the maintenance and chemical/mechanical aspects or the pool to assure and local ordinances.
- Maintain AFO or CPO Certification and PA Dept. of Agriculture pesticide applicator license.
- Assist in Management of cleaning, landscape and supplies contracts.
- Manage preventative maintenance schedule for equipment, floors and surfaces.
- Conduct daily evaluation of equipment and facilities in all areas. Follow up on all safety and cleanliness related issues.
- Assist with the hiring, training and evaluating all facility maintenance and housekeeping staff for all branches under responsibility.
- Assist with staff schedules, monitor time sheets, complete payroll, and be accountable for departmental budget relating to staff salaries.
- Be an active member of the management team, working with all directors to ensure facility cleanliness, maintenance of facility equipment and recommend facility improvements.
- Become part of the DOD (Director on Duty) rotation following the schedule set by the Branch Executive.
- Responsible for maintaining inventory and ordering of maintenance and janitorial supplies.
- Cultivate appropriate members and volunteers for committees, special events and annual giving.
- Meet monthly with supervisor to communicate areas of success and opportunities for development and improvement.
- Attend meetings and trainings as assigned.
- Perform other duties as assigned by direct supervisor.

The Philadelphia Freedom Valley YMCA is an equal opportunity employer. The Y considers all applicants for employment without regard to race, color, religion, sex, national origin, age, physical or mental disability, or status as a Vietnam-era or special disabled veteran or other protected classification and in accordance with applicable laws.
OTHER DUTIES AND RESPONSIBILITIES

- All Philadelphia Freedom Valley YMCA Staff is responsible for the following:
  - Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy
  - A continued commitment to member satisfaction by ensuring excellent Member Experience
  - Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.
  - Ensuring the overall cleanliness of the facility
  - A commitment to Diversity and Inclusion
  - Keeping the children in the care of the PFVY and participating in programming within the branches safe from harm and reporting signs and suspicions of abuse when necessary to the requisite state agency

ENVIRONMENTAL CONDITIONS

Exposure to wet and/or humidity, high levels of noise, exposure to weather, exposure to toxic or caustic chemicals

PHYSICAL REQUIREMENTS

Ability to express or exchange ideas by means of spoken word to impart oral information and to convey detailed, spoken instructions to staff, members, and volunteers accurately, quickly, and loudly; ability to perceive the nature of sounds by ear; ability to climb ladders and scaffolding; ability to lift up to 50 lbs.; ability to maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; ability to stoop, crouch, kneel, and crawl; ability to sit or stand for long periods of time; ability to clearly see at 20 inches or less and 20 feet or more; ability to judge distances and spatial relationships so as to see objects where and as they actually are

REQUIREMENTS

- Must be 21 years of age with a high school or technical high school diploma, GED, or equivalent, and a minimum of five (5) years experience managing a large facility or multiple facilities, experience with electrical, HVAC, pool filtration and maintenance of grounds.
- Ability to perform, as well as direct, physical work including, but not limited to, painting, floor care, use of ladders, outdoor landscape work.
- Experience managing staff and working with contractors.
- Knowledge of budget development and compliance.
- Current pool operator and pesticide applicator license.
- Valid driver’s license, willingness to obtain CDL with passenger endorsement.
- Ability to operate PC, use spreadsheets, word processing and related software.
- Excellent oral and written communication skills.
- Acquire and maintain the following certifications:
  - CPR Pro/AED/O2 (valid 2 years unless otherwise noted)
  - First Aid (valid 2 years unless otherwise noted)
  - Requisite Redwoods Online Trainings (valid 2 years unless otherwise noted)
  - CPO Certification within 90 days

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OTHER
At the YMCA we value the following attributes in personal character and behavior and believe that they are essential to attaining our mission:

CARING  Showing a sincere concern for others.
HONESTY  Be truthful in what you say and do.
RESPECT  Follow the Golden Rule.
RESPONSIBILITY  Be accountable for your promises and actions.

OUR MISSION
To translate the principles of the YMCA’s Christian heritage into programs that nurture children, strengthen families, build strong communities and develop healthy minds, bodies and spirits for all.

Employee Name: ____________________

Signature: ____________________ Date: ____________

Supervisor: ____________________

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