

JOB DESCRIPTION

Aberdeen Family YMCA
5 South State Street
Aberdeen, South Dakota 57401



Position: Facilities Director

Supervisor: CEO
Position Type: Full-time

Date: September 2025
Position Status: Non-Exempt

GENERAL DESCRIPTION:

The Facilities Director is responsible and accountable for various maintenance duties and handles service requests requiring technical knowledge and skills in the areas of HVAC repairs and adjustments, electrical installations, plumbing, exercise and other equipment repairs and light carpentry/construction. Supervises general maintenance staff; delegating, supervising and directing work of department. Oversee custodial personnel. Manages assigned community service clients. Oversees all Aberdeen Family YMCA properties.

ESSENTIAL FUNCTIONS: *Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable.*

- Availability to work varied hours; early mornings, days, evenings and weekends.
- Oversees the maintenance functions to ensure safe and efficient operation of the maintenance department so that the facility is safe and presentable for employees and YMCA members and guests.
- Inspects YMCA's properties and grounds, monitors maintenance and up-keep of all mechanical equipment including, but not limited to, water heaters, HVAC units, etc.
- Recommends to CEO potential improvements to the overall operation of the YMCA property.
- Responsible for recruiting, hiring, training and supervision of maintenance staff.
- Ability to demonstrate effective management of staff- to address, accurately document and appropriately resolve difficult situations in a timely and professional manner.
- Directs the setting of goals and priorities and motivates and monitors the progress of staff.
- Coordinates department staff schedule and assist in coverage of shifts as needed.
- Compile, approve and submit staff time sheets per each pay period.
- Arranges working schedules and manages assigned community service clients within the maintenance department.
- Ensures safe work practices are being followed by all maintenance staff.
- Develops and manages budgets to satisfy YMCA requirements. Demonstrates an interest in and understanding of financial and operational reporting. Authorizes expenditures.
- Responds to service requests and concerns in timely manner.
- Performs on-call maintenance emergency service as required.
- Diagnoses and troubleshoots mechanical and structural problems; completes appropriate records.
- Responsible for monitoring and/or controlling maintenance inventory and/or supplies.
- Works along with general maintenance staff in maintaining grounds and common areas and keeping them free of trash and debris.
- Ensures proper maintenance of all company vehicles.
- Ensures completion of various daily, weekly and monthly reports in a timely and accurate manner. Reviews reports and makes operating recommendations to CEO.
- Oversee contract work for facility repairs and enhancements.
- Secure bids and quotes for contracted work of facilities.
- Complete other duties as assigned.

JOB REQUIREMENTS, PREFERRED EDUCATION, TRAINING, AND WORK EXPERIENCE:

- Associate's Degree or specialized trade school to prepare for building maintenance and 3-5 years of related experience or equivalent combination of education/experience.
- Valid driver's license required.
- Boiler License preferred.
- Air-Conditioning, Heating and Refrigeration (AHRI) Certification preferred.
- Certified Pool Operator (CPO) required or must obtain after hire.
- CFC/EPA Certification preferred.
- CPR-PR (CPR for Professional Rescuer) required or must attain upon hire.
- First Aid Certification required or must obtain upon hire.
- Must have demonstrated hands-on technical work experience in the areas of plumbing, electrical, carpentry/construction, HVAC, etc.

ESSENTIAL FUNCTIONS – PHYSICAL & MENTAL REQUIREMENTS: *Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.*

- Frequently required to reach with hands and arms.
- Frequently required to stand and walk.
- Frequently required to bend, twist and/or climb.
- Frequently required to lift up to 50 pounds.
- Frequently required to talk or hear.
- Moderate concentration/intensity, which may include prolonged mental effort.
- Normal memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making.
- Normal time pressure of decision making. Occasional increased time pressure for emergency repairs.
- Frequently requires working at heights on ladders, lifts and scaffolding. At times in excess of 30 feet.

COMPETENCIES: *To perform this job successfully, the employee will demonstrate the following competencies to perform the essential functions of the position.*

- **Adaptability:** Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with occasional change, delays, or unexpected events. Asks supervisor when unsure of priorities.
- **Analytical Skills:** Ability to process complex or diverse information.
- **Attention to Detail:** Works to ensure high quality results; acts in timely manner.
- **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.
- **Cooperation:** Being pleasant with others and displaying a good-natured, cooperative attitude in line with YMCA values.
- **Customer Service:** Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance.
- **Delegation:** Delegate work assignments, give authority to work independently, set expectations, and monitor delegated activities.
- **Dependability:** Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; and completes tasks on time.
- **Initiative:** Volunteers readily; seeks self-development opportunities; seeks increased responsibilities; looks for and acts upon opportunities; asks for and offers help when needed.

- **Judgment:** Display willingness to make decisions; exhibit sound and accurate judgment; and make timely decisions.
- **Leadership:** Inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives recognition as appropriate.
- **Management Skills:** Involves staff in planning, decision-making, facilitating and process improvement; be available to staff; provide regular performance feedback; and develop subordinates' skills and encourages growth.
- **Mission Advancement:** Models and teaches the Y's 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.
- **Motivation:** Sets high expectation and challenging goals. Creates a positive environment for high performance results.
- **Operational Effectiveness:** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plan and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.
- **Oral Communication:** Speaks clearly and persuasively; listens and gets clarification when necessary; responds informatively to questions; provides clear direction when needed.
- **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.
- **Planning and Organization:** Prioritize and plan work activities; use time efficiently; and develop realistic action plans.
- **Problem Solving:** Identifies and resolves problems in a timely manner; assesses actions needed and responds as trained to carry out procedures; uses reason to apply knowledge to immediate situations.
- **Professionalism:** Approaches others in a polite and tactful manner; maintains composure and reacts well under pressure; treats others with respect and consideration; accepts responsibility for own actions; follows through on commitments.
- **Quality Management:** Explore ways to improve and promote quality; demonstrate accuracy and thoroughness; and maintain compliance with legal and regulatory aspects.
- **Safety and Security:** Follows safety and security procedures; reports unsafe conditions; uses equipment and materials properly.
- **Self-Control:** Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Stress Tolerance:** Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Written Communication:** Writes clearly and concisely.

WORK ENVIRONMENT:

- The noise level in the work environment is usually moderate, occasionally loud when working with equipment or some tools.
- The pool environment is warm and humid.
- The kitchen environment can be warm and humid.
- Wet or humid conditions.
- Work near moving mechanical parts.
- Work in high, precarious places.
- Fumes or airborne particles.
- Toxic or caustic chemicals.
- Outdoor weather conditions.