



HIRING STRONG LEADERS

POSITION Facilities and Maintenance
Director

DEPARTMENT Maintenance
Reports to Exec.Director

FLSA STATUS
FT Exempt

OUR CULTURE: Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing: we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you.

Every Leader that joins our Team and Family will fall somewhere on the continuum below with the goal of achieving "Exemplary" Leadership in all of our competencies.

LEADERSHIP CONTINUUM

		Emerging	Established	Exemplary	Why Focus this Competency?
BELONGING	Values	Pleasant and approachable, consistently demonstrates Y values	Does not engage in inappropriate conversations or actions	Holds others accountable for upholding Y values	Values are the root of what our organization stands for. Without our values we would have no trust from our community to deliver on our mission and our promises.
	Inclusion	Works effectively with all members of a diverse team	Effectively gathers info and communicates interdepartmentally	Actively identifies gaps and helps with solutions so all feel included	Everyone belongs to the Y. The Y is a place to unify for the common good. Spread ideas that empower everyone, and that limit no one.
ACHIEVEMENT	Change Capacity	Embraces the importance and relevance of change for the good of the organization	Manages resistance to change by seeking input from stakeholders, communicating clearly and show enthusiasm for the change	Thinks ahead, plans for any resistance of the change process and develops strategies to overcome	We must focus on the future with the end in mind. The path to get there will change frequently, we must be nimble and adaptable in order to be sustainable.
	Project Management	Demonstrates exceptional organizing skills to effectively prioritize tasks	Challenges inefficient or ineffective work processes and offers constructive alternatives	Holds staff accountable to and responsible for plan execution	Completing what we set out to do will show our ability to be efficient and effective. Incompletion or incompetence will cause us to spin our wheels.
RELATIONSHIPS	Relationships	Engages with members, staff and volunteers and develops and maintains relationships for the good of the organization	Create strong moral spirit and sense of belonging to the Y and build effective teams	Builds relationships that enhance the Y's ability to impact the community	Nothing happens without positive relationships. The very foundation of our Y's existence was created by vision and relationship with community.
	Functional Expertise	Handles maintenance issues with ease and in a timely efficient manner	Creates strategies to automate processes to make maintenance needs easier for team members	Can predict or prevent maintenance emergencies through forward thinking and proactive planning	Our skills will dictate our accomplishments. Strong skill sets and ability to sharpen our skills and continue to learn will allow us to move along the continuum and be at our best.

HIRING STRONG LEADERS

Salary Range \$50,000 - \$65,000

Job Grade 24

Benefits



Health Insurance



Family YMCA Membership



Disability/Life Insurance



YMCA Program Discounts



Retirement

POSITION SUMMARY	Supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. You must intentionally foster a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined while also overseeing the maintenance and improvement of YMCA facilities and vehicles and supervision of maintenance and janitorial staff. YMCA Facilities include the Y on Stillwell, the Bowling Alley on 3rd street, batting cages at the Port of Tillamook Bay, and Camp Makuala on the Trask River.
REQUIRED QUALIFICATIONS	Must be 21 or older. Must have either a college degree in a related field or four years of equivalent relevant experience. Working knowledge in some of the following: mechanical, electrical, and plumbing systems, carpentry and other maintenance related areas. Experience and developed skills in supervision, budget management and project management. Basic computer proficiency. Communication skills and financial tracking organizational ability. Valid Drivers License with clear driving record
DESIRED QUALIFICATIONS	Certified Pool Operator (must attain within first six months of employment) CPR/First Aid Bilingual in English and Spanish
WORK ENVIRONMENT	The work is performed both indoors and out, and may require travel to various locations, in various weather conditions. May be required to navigate small or confined spaces. Expected to devote time to complete computer related documentation, billing, and financial tracking.
PHYSICAL DEMANDS	While performing the duties of this job, the employee is often required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, shovel snow, plow snow, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity. Please see included ADA checklist.
ESSENTIAL FUNCTIONS	Provides overall coordination of facility and vehicle maintenance, including planning and developing preventative maintenance. 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. Helps identify and manage risk.

Interested parties should email resume and cover letter to info@tillamookymca.org

I understand that I will be held to the standards above and any additional standards set forth by the organization or my supervisor. I also recognize that I may be occasionally expected to act outside of the parameters of this job description as deemed necessary by my supervisor.

Staff Signature _____

REVISION DATE 2/3/2021

ADA Checklist for Physical Activities & Demands, Visual Acuity and Working Conditions of the Position

Title: Facilities and Maintenance Director

Position #: Facilities and Maintenance Director

Understanding the physical demands of a position is important. The more detailed a picture you can form of what tasks the employee will be asked to complete, their frequency, and in what conditions they will be working in, the better prepared you will be to ensure you have the right people in the right positions—and that they are fully supported, protected and prepared for success. This checklist is designed to help you do this.

1. The physical activity of this position. (please check all that apply)

- ☒ **Climbing.** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- ☒ **Balancing.** Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- ☒ **Stooping.** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- ☒ **Kneeling.** Bending legs at knee to come to a rest on knee or knees.
- ☒ **Crouching.** Bending the body downward and forward by bending leg and spine.
- ☒ **Crawling.** Moving about on hands and knees or hands and feet.
- ☒ **Reaching.** Extending hand(s) and arm(s) in any direction.
- ☒ **Standing.** Particularly for sustained periods of time.
- ☒ **Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- ☒ **Pushing.** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- ☒ **Pulling.** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- ☒ **Lifting.** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- ☒ **Fingering.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.

- ☒ **Grasping.** Applying pressure to an object with the fingers and palm.
- ☒ **Feeling.** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- ☒ **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- ☒ **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- ☒ **Repetitive motion.** Substantial movements (motions) of the wrists, hands, and/or fingers.

2. The physical demands of this position. (please check only one)

- ☐ **Sedentary work.** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- ☐ **Light work.** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- ☐ **Medium work.** Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- ☒ **Heavy work.** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- ☐ **Very heavy work.** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

3. The visual acuity requirements, including color, depth perception and field vision. (please check only one)

- ☒ The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- ☒ The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
- ☒ The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
- ☒ The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

4. The conditions the worker will be subject to in this position. (please check all that apply)

- ☒ The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- ☒ The worker is subject to outside environmental conditions. No effective protection from the weather.
- ☒ The worker is subject to both environmental conditions. Activities occur inside and outside.
- ☒ The worker is subject to extreme cold. Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- ☒ The worker is subject to extreme heat. Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- ☒ The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- ☒ The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
- ☒ The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- ☒ The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
- ☒ The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
- ☒ The worker is required to function in narrow aisles or passageways.
- ☒ None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).