

**Silver Bay YMCA
87 Silver Bay Road
Silver Bay, NY 12874**

Position Title: Facilities Director
Reports to: C.O.O.
Classification: Full-Time/Exempt

Silver Bay YMCA was founded in 1902 and is located in Silver Bay, NY which is within the Adirondack Park. Silver Bay YMCA was the 1st conference center in the YMCA-USA movement. Its 700 acre campus along one mile of Lake George shoreline offers a wide breadth of programs for all ages. Silver Bay YMCA presently employs 45 full-time staff members with a seasonal staff of 200. Silver Bay YMCA is consistently ranked one of the top ten family reunion sites in the country and is on the National Register of Historic Places with the U.S. Department of the Interior. Silver Bay is engaged in various on-going modernization projects including the new \$13 million William Boyd Center, which will break ground in fall 2017.

MISSION: The mission of Silver Bay YMCA is to foster a lifelong sense of belonging, strengthen relationships, and nurture spirit, mind, and body for all.

DESIRED IMPACT: Because of Silver Bay YMCA, personal and family bonds are stronger. People are more connected, respectful, and caring and have the confidence to develop to their fullest potential and impact the communities in which they live. They are inspired by the beauty of the landscape at Silver Bay and are better stewards of the environment.

GENERAL FUNCTION: The Facilities Director is directly responsible for managing a team of staff that maintains the buildings, grounds and utility systems at Silver Bay YMCA. This position contributes to the long-range planning of property management and facility development. The facility director manages projects including remodel, new construction and grounds.

SUPERVISION: Direct supervision of the maintenance, grounds and renovations team.

QUALIFICATIONS NECESSARY: Management experience required. Familiar with a wide variety of concepts, practices, and procedures within facilities, maintenance and the trades. A working knowledge of all aspects of facilities; carpentry, electrical, plumbing and HVAC (heating, ventilation and air conditioning) systems, waste water systems is typically necessary for this position. A wide degree of creativity and latitude is required. The activities listed below are representative of the knowledge, skill, and/or ability required. Detail-oriented and possess leadership, communication and problem-solving skills. Experience with budgets is essential.

1. Requires completion of high school, supplemented by at least ten years of progressively responsible experience in buildings and grounds maintenance, supervision of staff, project development and operation of a variety of associated mechanical, electrical, ventilating, heating and related machinery.
2. College degree preferred.
3. Must possess exceptional and proven leadership skills with technicians, office assistants, general labors, and administrators, as well as the ability to demonstrate a professional image and communication style.

4. Ability to move throughout buildings and grounds including the following physical demands: sitting or standing for extended periods; walking on uneven terrain and on slippery surfaces; crawling through various areas requiring movement on hands and knees; climbing and kneeling; and lifting and moving objects weighing up to 50 lbs.
5. Ability to read, write, speak, and understand English clearly, concisely, and fluently.
6. Ability to work independently and be self-directed.
7. Experience at hiring, supervising, developing, evaluating, and disciplining skilled technicians as well as general maintenance/renovations employees.
8. Ability to organize and manage preventive and corrective facility management programs.
9. Knowledge of fire, safety, building and health codes, permits and systems.
10. Working knowledge in water, sewage, electrical and heating systems; road and vehicle maintenance; carpentry, plumbing and painting; construction planning and processes; land use management, recreational facilities and landscaping.
11. Good interpersonal skills required to work with employees, contractors, state and county officials, department heads, Board members and executive staff.
12. Good driving record and approved to operate YMCA vehicles.
13. Ability to operate a personal computer while applying intermediate Microsoft Office software skills, including Word, Outlook and Excel.
14. Must be able to oversee and complete projects in a timely manner.
15. Manage multiple priorities and challenges simultaneously, in an environment with many distractions and deadlines.
16. Must be able to work a flexible work schedule as the hours will vary and may include weekends, evenings and holidays.
17. Ability to work with facility management software, knowledge of "FacilityDude" preferred.
18. Must be able to develop a service minded and detail orientated staff team.

ESSENTIAL FUNCTIONS/REQUIREMENTS:

1. Safety First attitude; proactive actions to promote safety; support the safety program and direct safety within the department.
2. Develop annual department budget. Monitor and adjust spending as needed to keep costs within budgeted guidelines.
3. Develop and maintain cost analysis and project budgets for remodel and new construction.
4. Manage agreements, e.g. construction, purchasing, etc.
5. Work with the executive team to create and maintain a long-range property development plan that is in-line with the Silver Bay YMCA's desired impact and strategic plan.
6. Effectively work with other departments, donors, guests, YMCA members, contractors, state and county officials, architects, and others in all department activities.
7. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement decisions.
8. Direct maintenance, grounds and renovations staff in all repairs, maintenance, and improvements involving major and minor alterations.
9. Prepares bid specifications for in-house and contracted buildings and grounds projects. Is responsible for guaranteeing adherence to specifications and approving contractor payments.
10. Continually monitor and inspect buildings and grounds to assure they are safe, environmentally healthy, energy efficient and structurally sound.

11. Develop department goals, policies, and procedures.
12. Research and prepare technical and administrative reports, up to and including presentations for Board members.
13. Follow all regulatory requirements, laws and inspection requirements for buildings, systems and grounds management.
14. Keep immediate supervisor fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
15. Research cost estimates for projects and purchasing.
16. Be an active and supportive member of the management team of Silver Bay YMCA.
17. Serve as a member of the facilities and renovations team in identifying and prioritizing projects that impact the guest and member experience.
18. Support and contribute to employee training programs.
19. Support Silver Bay YMCA Mission Statement and reflect YMCA core values in all functions.

OTHER FUNCTIONS/REQUIREMENTS:

1. Plan and direct a continuous preventive maintenance program.
2. Monitor the evaluation of repair and service requests and make inspections as needed to determine the need for actual and preventive maintenance.
3. Lead on-call person for problems, emergencies, etc.; develop and maintain on-call rotation for Silver Bay YMCA.
4. Lead daily department communication meetings.
5. All other tasks as assigned.

ACCOUNTABILITY:

1. Safe, functional and aesthetically pleasing facilities and property at Silver Bay YMCA for our guests and staff.
2. Management of the department expenditures within budget guidelines and effective and appropriate stretching of dollars spent.
3. A cooperative and effective maintenance, grounds and renovations team which strives to meet the needs of our members and staff.
4. Effectively managed projects that are completed within budget and on schedule.
5. On-going compliance to appropriate county, state and federal requirements related to the department functions.

BENEFITS: In addition to a competitive salary and benefits package with includes a generous retirement plan and will receive a YMCA membership and access to all Silver Bay programs.

Please submit cover letter, salary requirements, resume and 3 references to hjay@silverbay.org. Interviews will commence immediately and continue until the position is filled.