Job Title: Facilities Maintenance Supervisor

FLSA Status: Exempt
Reports to: Executive Vice President

Leadership Level: Leader
Primary Function/Department: Facilities

Revision Date: 10/14/2021

POSITION SUMMARY:
This position provides leadership and technical expertise to the internal maintenance team and association leadership regarding preventative and ongoing facilities needs at all properties. The Facilities Maintenance Supervisor is responsible for the oversight and preventative maintenance schedule of building, equipment, and system needs across all locations. This position manages multiple aspects of the planning, design, budget, renovation and installation processes for facility projects.

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.

ESSENTIAL FUNCTIONS:
1. Manage and direct the maintenance team members by assigning tasks, providing training, overseeing schedules, and reviewing project details as developed.
2. Develop and manage preventative maintenance plan for all branches, buildings, and departments.
3. Responsible for appropriate operation, maintenance, and monitoring of major mechanically/utility systems across the association.
4. Prepare and manage facilities/maintenance project plans, timelines, schedules, and task details.
5. Drive projects from planning to implementation. Work cross-functionally with other internal teams (branch leadership and Association leadership) to coordinate work.
6. Communicate progress to stakeholders and provide recommendations for mitigating risks or delay.
7. Prepare and maintain accurate, timely, and auditable project documents, and cost estimates.
8. Source vendor quotes for all services and maintain vendor relations and ensure maintenance of contracts and service levels.
9. Manage construction projects and major maintenance of existing building infrastructure from design through construction.
10. Other duties and projects as assigned.

LEADERSHIP COMPETENCIES:
- Critical Thinking & Decision Making
- Fiscal Management
- Program/Project Management
QUALIFICATIONS:

1. Bachelor’s or Associates Degree, preferred.
2. A minimum of five years’ experience in facility and construction project management, essential.
3. Ability to read architectural, civil, electrical, plumbing, and mechanical plans and specifications.
4. Strong PC skills including spreadsheets, graphics, scheduling, and facility management programs.
5. Experience budgeting large- and small-scale projects.
6. Ability to effectively communicate with staff and vendors.
7. Excellent collaboration and relationship-building skills.
8. Ability to prioritize and manage multiple tasks and projects in a fast-paced environment.
9. Strong organizational skills and attention to detail.
10. Ability to perform data analysis.
11. Provide administrative and project support to Association and Branch leadership, as well as Branch Facility Directors.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

<table>
<thead>
<tr>
<th>Physical Demands (Without Accommodations)</th>
<th>Never</th>
<th>Occasionally (Up to 33%)</th>
<th>Frequently (34% - 66%)</th>
<th>Continuously (67% - 100%)</th>
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<tbody>
<tr>
<td>Sitting</td>
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<tr>
<td>Walking</td>
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<tr>
<td>Standing</td>
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<tr>
<td>Bending/Twisting Neck</td>
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<tr>
<td>Bending/Twisting Waist</td>
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<tr>
<td>Squatting (crouch or sit on one’s heels)</td>
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<td>X</td>
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<tr>
<td>Climbing/Kneeling/Crawling</td>
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<td>Repetitive Hand Movement</td>
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<td>Reach Above/Below Shoulder Height</td>
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<td>Move Items Weighing up to 10 lbs.</td>
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<td>Move Items Weighing 11-25 lbs.</td>
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<td>Move Items Weighing 26-50 lbs.</td>
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<td>Move Items Weighing 51-75 lbs.</td>
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<td>Move Items Weighing 76-100 lbs.</td>
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<tr>
<td>Move Items Weighing over 100 lbs.</td>
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</table>

SIGNATURE:

I have reviewed and understand this job description.

_____________________________________________  _________________________________
Employee’s name     Employee’s signature

Today’s date: _______________________

The Y: We’re for youth development, healthy living, and social responsibility.