



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## OPEN POSITION ANNOUNCEMENT

**Position:** Property Director (FT)

**Locations:** Northside YMCA (1350 W. North Avenue, Milwaukee, WI)

**Reports to:** Operations Executive

**Wage Range:** \$32,000 to \$40,500 (Commensurate with Experience)

### **Major Responsibilities:**

- Ensure that daily care of members is a key priority through supervision, leadership, support and direction of maintenance and custodial staff
- Collaborate with Center Leadership and staff to ensure excellence and consistency in cleanliness and prompt maintenance service
- Establish, maintain, and continuously evaluate vendor and/or contractor relationships modeling superb fiscal responsibility
- Maintain supply inventories and, in conjunction with the Operations Executive - Facilities, research and implement new and innovative systems or processes to enhance facility cleanliness
- Develop, coordinate and document preventative maintenance programs; determine and report need for major or emergency repair and/or replacements

### **Qualifications:**

- High school or vocational diploma, or the equivalent required, bachelor's degree preferred
- A minimum of 7 years of experience working with mechanical heating and air conditioning systems, plumbing, electrical work, building and structural maintenance and cleaning
- Certified Pool Operator or equivalent experience preferred; must be certified within 6 months of employment
- Valid Driver's License and the ability to travel between centers in the course of a work day.
- Knowledge of the techniques, methods, materials and equipment used in maintenance and improvement of buildings, grounds, and equipment
- Knowledge of safety rules and regulations
- Knowledge of and familiarity with the maintenance, machinery, and equipment
- Ability to lift repetitively up to 60 pounds
- Ability to follow both oral and written instructions
- Ability to use hand tools
- Ability to work in adverse weather conditions
- Ability to work effectively and harmoniously with others

### **Benefits:**

Excellent benefits include health/dental/life insurance, 12% fully paid retirement plan, free membership and discounted YMCA child care and other programs. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA

**Deadline:** March 31, 2016

**Apply Online:** <https://apply.ymcamke.org>