



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## OPEN POSITION ANNOUNCEMENT

**Position:** Assistant Property Manager (Full-Time)  
**Location(s):** Camp Minikani  
**Reports to:** Property Director  
**Starting Wage Range:** Commensurate with Experience

### **Major Responsibilities:**

- Ensure that the maintenance and custodial responsibilities are completed with a high level of quality.
- Hire, train, manage, evaluate and lead the maintenance and custodial staff.
- Collaborate with Center Leadership to ensure timeliness and quality of large projects; keep leadership updated on progress/ interruptions.
- Establish, maintain, and continuously evaluate vendor and/or contractor relationships modeling superb fiscal responsibility.
- Maintain, monitor and meet budget guidelines as directed by the Operations Executive including the maintenance of supply inventories.
- Develop, coordinate and document preventative maintenance programs; determine and report need for major or emergency repair and/or replacements.

### **Skills and Qualifications:**

- High school education or equivalent is required
- Minimum of four years of experience in building maintenance or a construction trade is required.
- Demonstrated experience in supervision and leading a team
- Applied knowledge of procedures, safety measures and commonly used concepts within multiple facilities disciplines is required
- The Assistant Facility Director must possess formal education or equivalent experience in the following areas:
  - Successful completion of 24 credit hours of trade focused technical school (MATC, WATC or equivalent)
  - Air Conditioning, Refrigeration and Heating Appliance Technician/ Technology
  - Appliance Technician
  - Architectural Woodworking/ Cabinetmaking
  - Bricklaying and Masonry
  - Electrical Technology/ Engineering
  - Landscape Horticulture
  - Sustainable Facilities Operation
  - Power Engineering and Boiler Operator
  - Welding Technology
- Must possess trade level mechanical aptitude
- Must be able to read and write, follow instructions, and work with little or no supervision
- Must have a minimum of one year of related supervisory and/or leadership experience
- Must be able to lift a minimum of 70 pounds, routinely climb ladders/stairs and be able to bend or reach to any area in the facility requiring repairs
- Valid driver's license with the ability to work at a various locations during the course of a work day or evening
- Must be flexible in work scheduling to fulfill a variety of work shifts including work days and shift schedules (morning, noon, night) on occasion

### **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:** June 25, 2017

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