



## **YMCA Northumberland currently has an opening for the following position:**

### **Manager, Facility Services**

**Position Status:** Full-Time

**Starting Salary:** \$60,000 - \$68,000 (commensurate with experience)

**Placement:** October 2023

#### **Nature & Scope**

The Manager, Facility Services is a full-time position responsible for implementing standards of service excellence with the primary responsibility of ensuring YMCA facilities are clean and well maintained at all times and supports the delivery of a high-quality member service experience.

This hands-on role is responsible for the development and implementation of a fully integrated cleaning plan, a comprehensive preventative maintenance program, including asset refurbishment and facility projects and the operation of all aquatic and camp seasonal programs. This role has a direct reporting responsibility to the Chief Executive Officer.

#### **Working Conditions**

The position requires the successful incumbent to be flexible and available to work a variety of shifts including early mornings, evenings, weekends, school breaks and holidays dependent on program needs.

The YMCA will provide all required safety training and endeavors to adapt to meet everyone's needs to create an inclusive environment. It should be noted that this position will require physical labour, lifting, working with a variety of materials and working at heights, among other manual tasks which will be reviewed with the successful incumbent.

Primarily inside work, however, depending on specific situations there may be a requirement to work outdoors and/or unfavourable conditions from time to time such as boiler room, duct/ventilation areas, confined areas, as well as conditions involving extreme temperatures; stair climbing, extended periods standing/walking.

#### **Responsibilities**

- Provides hands on leadership to the Building Services team to ensure a clean, safe and well-maintained facility.
- Supervises a diverse full-time and part-time cleaning team of approximately 10 -15 staff and volunteers including, hiring, training, scheduling, payroll and performance evaluation and correction.

- In conjunction with operational requirements, co-ordinates, prioritizes and assigns internal and external trades for repairs and maintenance activities to be performed on equipment and building systems.
- In collaboration with the Manager, Health Fitness & Aquatics, oversees the effective management of the facilities physical assets ensuring optimum equipment reliability, uptime, economic life cycle of assets, safety, building audits and on-going compliance as required, including oversight of selected Capital projects.
- Develops and implements scheduling and monitoring of preventative maintenance schedules including all relevant documentation and record keeping.
- Manages departmental operational budgets, provides input to capital and expense budgets on an annual basis.
- Orders supplies and materials as required and processes all payments for goods, contracts, and services.
- Develops and sustains good member, staff, volunteer, contractor, and supplier relations; acts as a role model for staff and volunteers on a daily basis.
- Participates in front line duties and scheduled Team Leader shifts as required.
- Provides leadership to the indoor/seasonal pools and spa operations regarding compliance and general maintenance needs.
- Implements and utilizes YMCA SAM standards (training will be provided) throughout the YMCA Northumberland facilities.
- Participates in and co-chairs the Health & Safety Committee.
- Collaborates with peers and provides consistent delivery of supply and services in line with association and department policies or initiatives.

## Qualifications

- Two Years Post-Secondary education preferably leading to the Maintenance Management Professional (MMP) designation or equivalent is recommended along with five years building operation, proven trade experience or certification in one or more of the following

### Areas:

- Electrical/Plumbing/Carpentry
- Mechanical & HVAC systems
- Operation of a BAS control system (understand, troubleshoot and adjust)
- Pool operations CPO/BPO (required or obtainable)
- Health & Safety worker certification (required or obtainable)
- 3 years relevant work experience in building Operations and/or Maintenance and cleaning processes and procedures
- Strong communication skills, both written and verbal
- Excellent interpersonal and coaching skills
- 3 years proven supervisory and budgetary management experience
- Computer literate in email, and basic word/excel software
- Possesses a strong work ethic and strong organizational and planning skills
- Certified in Standard First Aid and CPR
- Experience with Health and Safety requirements
- Police Vulnerable Sector Check will be required as a condition of employment
- Valid Driver's License and clean driving record

## **Why Work for the YMCA?**

As a charitable organization, the YMCA values the contributions of its diverse teams. We recognize the importance of providing meaningful opportunities that allow employees to grow and thrive. At YMCA Northumberland, in addition to the wage compensation, we offer a complimentary family membership, a comprehensive benefits program including extended health and a competitive and robust pension program.

YMCA Employees enjoy a vacation entitlement that increases with seniority, as well as other paid entitlements. All employees have access to an Employee Assistance Program which provides confidential counseling and referral services as well as preventative education.

Additionally, the YMCA understands the holistic needs of its employees is equally important and attempts to support these goals by offering a variety of staff discounts on the programs and services that support good health and strong families. We look forward to welcoming you to the YMCA.

## **Organizational Overview**

As one of the largest charitable community service organizations in Canada, YMCA Northumberland responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people.

This position requires a commitment to the YMCA mission and core values of: Health, Responsibility, Honesty, Caring, Citizenship and Respect, as well as a commitment to building developmental assets in children and adults.

## **Competencies**

### *Concern for Health and Safety*

Acknowledges and understands how to manage and education others of risk and harm reduction.

### *Problem Solving*

Identifies an issue and works towards a solution.

### *Quality Focus*

Ensures that YMCA programs, and services are of the highest standard.

### *Leadership*

Guides, motivates, and inspires self and others to take action to achieve desired outcomes.

### *Results Oriented*

The ability to lead, manage and achieve identified goals.

### *Relationship Building and Collaboration*

Builds positive interactions both internally and externally to achieve work related goals.

### *Creativity and Innovation*

Develops new ways or adapts existing ideas to help achieve desired results.

### **Internal Applicants**

YMCA Northumberland encourages employees within the Association, as well as those employed within the Canadian YMCA/YMCA-YWCA Federation to submit their application. Please note that in so doing, YMCA Northumberland reserves the right to contact the applicable YMCA or YMCA-YWCA for purposes of seeking an employment reference throughout the recruitment process. Please ensure that prior to submitting your application that you have disclosed to your current supervisor, your intention to submit your application. By submitting your application, you understand and agree to allow YMCA Northumberland to contact your current Association.

Our approach to personal balance and flexibility supports employees to devote time to personal matters. At times, the organizational business needs that arise will require employees to work beyond their normal work schedule to fulfill accountabilities required in relation to their job specific function. Together with our employees, the YMCA will work towards maintaining balance and fairness.

### **Accessibility**

YMCA Northumberland is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the goals of the Accessibility for Ontarians with Disabilities Acts (AODA) and have established policies, procedures and practices which adhere to the accessibility standards set out in the AODA. Should you require any accommodation throughout the recruitment process please do not hesitate to contact our Human Resources Department.

YMCA Northumberland is an equal opportunity employer.

### **Apply Now**

If you are interested in this position, please submit your cover letter and resume, along with documentation to verify requirements of the position by Friday September 15, 2023 to the attention of:

Lynne Caffin  
Manager, Administration & Human Resources  
[lynne.caffin@nrt.ymca.ca](mailto:lynne.caffin@nrt.ymca.ca)

We thank all applicants, however, only those considered for an interview will be contacted.