

# **Rochester Area Family YMCA**

## **Job Description**

Title: Building Superintendent

Manager: Executive Director

FLSA Status: Non Exempt

Date: April 2017

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### **1. Job Summary:**

The Building Superintendent is responsible for the safe and efficient operation of mechanical building equipment, building cleaning, building security, and daily duties both scheduled and unscheduled, such as daily check lists, preventive maintenance schedules, and posted work orders.

### **2. Essential Functions:**

- Create, implement and oversee preventative maintenance program.
- Troubleshoot and repair all facility systems including control systems, boilers, pools, HVAC, refrigeration, electrical, and plumbing.
- Supervise custodial team in cleaning of all buildings and property. Work with Executive in developing branch cleaning policies that involve every team member.
- Participate in long and short range planning and execution of maintenance needs, building safety programs, and employee maintenance training.
- Interact with members, staff, and contractors to build and maintain a positive environment.
- Obtain bids for capital projects and work with contractor to ensure successful completion of capital projects.
- May perform daily maintenance and cleaning rounds and pool checks.
- Attend all job specific required training.
- Carry a cell during shift to respond to emergency situations.
- Enforce and maintain building security during shift.

### **3. Relationships:**

This position reports to the Executive Director. The incumbent interacts regularly with branch departments in responding to member concerns regarding maintenance issues.

### **4. Qualifications:**

#### *Required*

- Associate degree in technical field or 2 years of related technical work experience
- Minimum of 5 years' experience in facility operations and maintenance or related field
- Demonstrated ability to complete high level projects as well as having expert knowledge in three of the following five areas:
  1. Electrical Trouble Shoot and Repair
  2. Building Controls including EMS
  3. Control HVAC
  4. Plumbing
  5. Carpentry
- Current Certified Pool Operator's License (or equivalent) from the National Swimming Pool Foundation and proven expert skills and demonstrated abilities in pool operations
- Current Class 1C license
- Universal EPA refrigerant recovery certificate
- CPR/AED/First Aid certification or ability to obtain certification within 6 months of employment
- Experience with preventive maintenance development and implementation practices
- Knowledge of applicable regulations and safety codes and the ability to work with the necessary government officials
- Ability to read and interpret schematics, wire diagrams and architectural drawings
- Strong interpersonal communication skills
- Communicate clearly and concisely, both orally and written
- Computer knowledge in Microsoft Word, Outlook and Excel
- Proven team leader

#### *Preferred*

- Current Chief Engineer, Grade C license

### **5. Competencies:**

- Values
- Inclusion
- Relationships
- Quality Results

## **6. Work Conditions:**

- Frequently moves materials and/or tools weighing up to 75 pounds.
- Occasionally erects and stands on scaffolding, ladders, and platforms.
- Occasionally works at various heights for extended periods of time.
- Occasionally works with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder spray and aerosol forms.
- Frequently works in conditions that will create dirt and dust.
- Constantly performs essential maintenance to facility or equipment which may include, but are not limited to the following activities: partial-reach to full-reach overhead, crouching, kneeling, shoveling, working in narrow and/or confining spaces underground, overhead, and at ground level, twisting of the waist, shoulders, and legs, and lying on stomach and/or back.
- Frequently operates cleaning equipment: auto scrubber, buffer, snow blower, sweeper, trash compactor, lift, pressure washer, box compactor, hand, and power tools.
- Must be able to respond to emergency/on-call situations.
- Ability to regularly and frequently drive to branches and retail locations with little or no notice.
- Frequently performs tasks in outdoor weather conditions.
- Ability to work on a computer.

## **7. Additional Notes:**

This job description represents the major functions of the position but is not intended to be all-inclusive. The incumbent is also responsible for taking direction from other YMCA representatives in completing projects or performing duties deemed necessary for the branch success.