



# JOIN OUR TEAM!

**DEPARTMENT/POSITION:**

Facilities Services – Facilities Services Director

**NUMBER OF OPENINGS:**

1

**HIRING STATUS:**

Immediate

**POSITION RESPONSIBILITIES**

Under the guidance of the CEO, this position is responsible for facility and camp operations, general maintenance, grounds care, housekeeping, security and environmental issues. This includes the planning, organization, staffing and control of resources associated with these programs. The services will be delivered in a timely, cost effective and quality manner and will be accomplished in accordance with the YMCA Mission and general operational policies and procedures of the Stevens Point Area YMCA. This position works independently under general direction and is expected to determine how to accomplish tasks.

**PRIMARY QUALIFICATIONS**

The listed qualifications are representative of the attributes necessary for successful performance of the position. Substitution of comparable training or abilities will be taken into consideration.

**Education/Certifications:** Three years of experience with plumbing, electrical, carpentry, HVAC, and/or other specialty skill areas required. Vocational/Technical certifications or post-secondary degree preferred. Certified Pool Operator certification within 90 days of hire. Valid driver's license required.

**Skills/Competencies:** Organize, prioritize and manage tasks with limited supervision. Communicate effectively with staff, members, participants, contractors, vendors and volunteers. Read and interpret instructions, procedures, manuals, drawings, sketches, O.E.M. instructions and specifications. Mathematical skills including computing rate, ratio, and percent and to interpret miscellaneous drawings and schematics.

Ability to perform work associated with and be well versed in carpentry, plumbing, masonry, electrical, machine repair, facility layout and painting. Familiarity with and proficient in use of hand and power tools. Cooperatively manage completion of work orders, in addition to daily housekeeping tasks. Two years of supervisory skills and experience preferred.

**Physical Requirements:** The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires employee to observe and evaluate the facility, grounds, and camp by: sight, sound and ability to easily move through all facility and camp areas. May be required to: climb stairs/ladders, bend, stoop, kneel, twist, use hand and power tools, reach, sit, stand for an extended period of time, walk, lift/carry/move up to 75 pounds, talk, hear, have visual acuity, and operate motorized and mechanical equipment/vehicles. Exposure to noise, dust, fumes, and hazards is possible, and use of cleaning/other chemicals is required. The work is performed both indoors and outdoors and may involve exposure to weather conditions prevalent at the time.

**SCHEDULE**

Full-time, exempt position, 40+ hours/week with a very flexible schedule.

**WAGE**

\$48,000 – \$56,000 depending on experience and qualifications. Also includes:

**STEVENS POINT AREA YMCA**

1000 Division Street, Stevens Point WI 54481

P 715 342 2980 F 715 342 2987 [www.spymca.org](http://www.spymca.org)

- Fully paid YMCA Family Membership – including discounts on program fees, certification, and on-site childcare rates
- Ongoing training
- Flexible-Spending Account
- Generous Paid Time-Off
- Life, Medical, Dental, Disability Insurance
- Retirement contribution

#### **ABOUT THE Y**

At the Y, we work hard but have fun doing it! The Y is about youth development, healthy living and social responsibility. Employees describe working at the Y as family-friendly, supportive, welcoming, fast-paced, and meaningful. The Y is more than just a job; we are a cause to embrace, designed to serve our community. We are conveniently located within blocks of downtown Stevens Point, UW-Stevens Point, and Mid-State Technical College.

#### **HOW TO APPLY**

A fully completed Stevens Point Area YMCA Employment Application is required, along with a cover letter and resume. Applications are available at the Member Services desk or online [here](#).

#### **INQUIRIES**

Contact Mandy Reeves, Human Resources Director, at [mreeves@spymca.org](mailto:mreeves@spymca.org) or 715-952-9362.