



Mission Statement

YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Position/Title:	Facility Manager
Job Classification:	Exempt
Work Hours:	Flexible
Salary Range	\$65,000 - \$75,000
Supervisor:	Executive Director

About YWCA Greater Newburyport

As one of the oldest non-profit community organizations in the area, the **YWCA Greater Newburyport** has been providing safe, affordable and supportive childcare and youth development, housing and wellness opportunities.

Our staff is committed to our mission of eliminating racism and empowering women. Our work and advocacy is tied to our mission.

About our facilities

YWCA owns or manages nine separate properties in Newburyport, Amesbury and Salisbury MA. We are adding a tenth property in Methuen in 2025. Properties range from an affordable housing program originally built in 1790 to a modern net positive building completed in 2022. Pools, apartments and childcare centers are all a part of the mix of properties under our control.

Who you are:

- You have experience managing properties or a background in construction with some experience supervising others.
- You have proven skills in carpentry, sheetrock, painting, plumbing, electrical work, etc as well as custodial.
- You can prioritize maintenance requests to ensure the safety of staff and members and to ensure they are satisfied with our services.
- You either are a certified pool operator or can become one within six months of hire date.
- You either have REAC certification (or equivalent) or can obtain one within six months of hire date.
- You have strong communication skills, especially when dealing with tenants and members.
- You are organized and computer literate, able to work in a property management database.
- You are able to manage several projects simultaneously with minimal supervision.
- You have a valid drivers license with a good driving record.

What you will do:

The Facility Manager is responsible for the maintenance and operations of all YWCA Greater Newburyport facilities including a 4-lane pool, warm water pool, fitness center, 68 units of affordable housing and a child care facility. Duties also include supervision and training of personnel and compliance with all local, state and federal regulations. Supervises 2 part-time staff, custodial maintenance contractors, landscaping contractors and vendors.

This is a **hands on position** with much of the daily work falling to the facility manager.

Facilities Management

- Ensure that at all times, all facilities and all work areas are operational and provide a safe and clean environment in compliance with appropriate regulations, safety standards and city, state and federal codes.
- Inspect all facilities frequently enough to determine repair and maintenance needs.
- Prioritize repairs and maintenance to protect the properties and ensure that they can be used for their respected functions on a daily basis.
- Execute repairs and maintenance as needed. When repairs or maintenance are beyond the ability of in-house personnel, coordinate with the Executive Director to hire contractors to perform the work in accordance with fiscal policies and procedures.
- Ensure mechanical and safety systems are maintained in accordance with manufacturer's specifications and history. Maintain records indicating preventive maintenance schedules and compliance with schedules.
- Maintain all facilities' records including blue prints, drawings, furniture and equipment inventory records as required by donors and auditors.
- Develop and manage an annual work plan for building maintenance, repair and improvement.

Capital Improvements

- Develop and maintain a list of all capital repair and maintenance projects.
- Prepare budget estimates and specifications.
- Manage competitive bidding process for capital projects in compliance with fiscal policies and procedures.
- Evaluate and recommend vendors for contract award. Provide project supervision to verify compliance with specifications and instructions.

Custodians/Landscapers/Snow removal

- Supervise the custodian firm to ensure that the facility is maintained in a clean manner. Provide training and support as needed.
- Supervise landscaping firms to ensure landscape is maintained.
- Perform landscaping duties as necessary
- Perform custodial duties during the day as needed.
- Coordinate with other managers to ensure all programs are maintained in a clean and acceptable manner.
- Provide snow removal of all properties.

Inventory

- Ensure all janitorial supplies are properly stocked.
- Ensure all pool chemicals are properly stocked.
- Maintain an inventory control of all supplies.

- Maintain equipment records to document inventory, maintenance, repairs, replacement and disposal.
- Maintain Material Safety Data Sheets at all facilities

General

- Develop and implement a Facilities Manual.
- Monitor, evaluate and implement emergency procedures providing on-call coverage as needed. Review life safety compliance.
- Assist with energy management programs
- Perform all other duties as assigned.
- Represent the YWCA Greater Newburyport in a professional, positive and informed manner to members, staff, tenants and the community at large.

Working Conditions:

- Ability to work various work shifts as needed, including weekends, holidays, and other on-call hours and evenings as needed.
- Work involves moderate exposure to weather conditions
- Work involves moderate exposures to chemicals (including chlorine, muriatic acid and cleaning chemicals) construction materials (including paint, adhesives) and construction and maintenance related items (dirt, dust, fumes).
- Work involves physical activity including the lifting of heavy objects.
- Ability to travel building to building and floor to floor in multiple level buildings, climb ladders, work in confined spaces and on uneven footing.

- Basic safety precautions must be taken at all times while working.

<p>It is expected that all program staff will function as self-directed members in a team effort. Your activities and performances should meet appropriate professional standards and adhere to the philosophy and purpose of the YWCA.</p>

_____ Date

_____ Date