



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

JOB POSTING - ASSISTANT PROPERTY MANAGER

Applications accepted until February 11, 2022.

Job Title: Assistant Property Manager
FLSA Status: Full-time/Non-Exempt
Reports to: Property Manager

Date Hired: Open
Rate: \$14 - \$16 per hr
Revision Date: January 2022

POSITION SUMMARY:

Under the supervision of the Property Manager, the Assistant Property Manager is primarily responsible to assist in the maintenance, cleaning, and overall upkeep of the YMCA physical plant, property, and equipment. The assistant property manager also has primary responsibility for the upkeep and maintenance of wellness center equipment. Must be able to be a part of a staff team dedicated to providing the highest quality member service and support to meet the YMCA mission.

ESSENTIAL FUNCTIONS include the following, other duties may be assigned:

1. Assists in the ongoing maintenance of the building and grounds, including but not limited to swimming pools, pumps, plumbing, cooling systems, electrical, HVAC, roofing, painting and asphalt/masonry.
2. Responsible for the ongoing preventative maintenance, repair, and cleaning of wellness center equipment that will insure timely upkeep, repair, and replacement.
3. Assist in the daily operation of all swimming pools in accordance with state and local regulations.
4. Assists in performing general housekeeping functions including but not limited to facility set-ups, floor cleaning and refinishing, shower/locker room upkeep, trash disposal, restroom cleaning, wall & window cleaning, supply maintenance, sidewalks & exterior upkeep, and grounds upkeep.
5. Inspects equipment for safety hazards, damage or wear.
6. Promotes safe work practices in all aspects of the position.
7. Follows procedures relating to chemicals.
8. Maintains a clean and sanitary environment and meets all state and local licensing requirements.
9. Is courteous and gives sincere attention to guests by answering questions and providing positive and regular feedback to participants.
10. Communicates any suggestions to improve the facility operations.
11. Communicates to supervisor or CEO any concerns or incidents that may need follow-up.
12. Actively participates on assigned committees and/or task teams.
13. Other duties - Other related duties as assigned.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.



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Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

- Must be 21 years.
- Must have a high school diploma.
- Must have knowledge of mechanical systems, plumbing, electrical, equipment repairs and general maintenance.
- Ability to read and comprehend technical manuals.
- Basic knowledge of computers.
- Knowledge of swimming pool operations is helpful.

PHYSICAL DEMANDS

The physical demands described here 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.

The position must be able to perform all the physical skills, perform routine custodial and maintenance duties, including use of lifts, lawn mowing equipment, snow removal equipment, and floor cleaning equipment. The employee is frequently required to sit and talk or hear. The employee is often required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, shovel snow, and plow snow. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Applications accepted until February 11, 2022.

Apply in person at Tuscarawas County YMCA, 600 Monroe St., Dover, OH 44622 or send email to tiffany@tuscymca.org