



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPPORTUNITY
AWAITS

WORK
AT THE Y!

BUILDING SERVICES DIRECTOR JACKIE & STEVE KANE PROGRAM CENTER

We are seeking a dynamic and self-motivated Building Services Director to ensure the Kane Program Center in Fish Creek delivers a pristine, well-maintained facility for our members. As a proactive leader, you'll play a key role in delivering exceptional routine maintenance, leading special projects, and overseeing daily cleaning efforts, all while creating a welcoming and top-tier environment for our community.

The ideal candidate will have a strong background in general maintenance and construction. Experience with plumbing, electrical systems, and HVAC is a bonus. This role requires someone physically active, as you'll be involved in walking, bending, reaching, pushing, and regularly lifting up to 50 pounds. A Certified Pool Operator license will be required upon hire, and basic computer skills are essential for success in this role.

Key Responsibilities:

- Oversee routine maintenance and repairs to ensure facilities, grounds, and equipment are always in excellent condition.
- Lead and support special projects to enhance the environment and member experience.
- Perform daily cleaning and upkeep to maintain a welcoming atmosphere.
- Provide leadership and direction to the team, promoting efficiency and satisfaction.

Starting Wage: \$44,000-46,000 annually



"Our tremendous facilities allow us to have a positive impact in our community; this makes me feel appreciated each day I come to work" If you're passionate about creating exceptional spaces and leading a team that makes a tangible impact, we want to hear from you!

Hours: This is a full-time, exempt position, working primarily Mon-Fri, with occasional weekends and week nights based on project needs and on-call status.

Full-time benefits include: Health, Dental, Life and Disability Insurance, Time-off benefits, Retirement package upon qualification, FREE YMCA membership and program discounts, and the ability to work for a cause-driven organization.

How to Apply: Full job description and application can be found on the YMCA website, www.doorcountyyymca.org

**GENEROUS
PAID TIME OFF**

**OUTSTANDING
BENEFITS**

**FREE
Y Membership
and program discounts**

**IT'S
FUN!**

There's something new & exciting happening every day at the Y!

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**HEALTH
INSURANCE**

A variety of insurance packages are available.

**CAUSE
DRIVEN**

Work with passionate people and help make our community a better place!

DOOR COUNTY YMCA | www.doorcountyyymca.org

Jackie & Steve Kane Program Center
3866 Gibraltar Road, Fish Creek, WI 54212
920-868-3660

Sturgeon Bay Program Center
1900 Michigan Street, Sturgeon Bay, WI 54235
920-743-4949



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DOOR COUNTY YMCA

Job Title: **Director of Building Services**

Job Code: NDBSC

FLSA Status: Full Time/Exempt

Job Grade: Grade 8

Reports to: Branch Executive

Revision Date: 3/26/25

Leadership Level: Team Leader

Primary Function/Department: Building Services

POSITION SUMMARY:

This position supports the mission of the Y, a leading nonprofit organization dedicated to strengthening community through youth development, healthy living, and social responsibility. Reporting to the Branch Executive and following the policies of the Door County YMCA, the Director of Building Services is responsible for daily operations, maintenance, and overall management of the facility assets. As this is a small branch, this role involves directly maintaining the cleanliness, safety, and functionality of the facility, in addition to overseeing any necessary repairs and equipment upkeep and working with vendors. The Facility Director will supervise facility staff, manage budgets related to facility operations, ensure compliance with safety and health regulations, and implement improvements as needed. The ideal candidate will be an organized and proactive leader, committed to providing exceptional service and a high-quality facility experience for the community.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Implement daily cleaning and maintenance duties, ensuring compliance with safety regulations and adding to high quality operational standards of the center.
2. Communicate regularly with supervisor, other managing staff, and peers to address needs of all departments and insure smooth operations.
3. Conduct routine inspections of facilities and equipment to proactively identify issues and implement corrective action. Handle minor repairs and maintenance tasks; communicate with Sturgeon Bay Building Services Director to determine if external vendors are to be called in to support. If so, coordinate work with these vendors.
4. Maintain accurate maintenance records and prepare reports on maintenance activities. Test and adjust pool chemicals daily. Document daily results and keep on file for two (2) years.
5. Prioritize, communicate, and act upon cleaning/repair requests, working to exceed member expectations and present a clean, safe, and welcoming environment.
6. Coordinate a preventative maintenance program for all equipment and long-term building systems.
7. Be readily available to answer emergency calls regarding equipment or building needs. Assign alternative staff to be available if on vacation or out of town.
8. Hire, train, mentor, supervise, and evaluate direct reports (cleaning staff).
9. Develop and manage an annual budget for the department.

DOOR COUNTY YMCA www.doorcountyyymca.org

STURGEON BAY PROGRAM CENTER 1900 Michigan Street, Sturgeon Bay, WI 54235 P (920) 743-4949 F (920) 743-8812
JACKIE AND STEVE KANE CENTER 3866 Gibraltar Road, Fish Creek, WI 54212 P (920) 868-3660 F (920) 868-9970

10. Participate as an active member of the Association Management Team and attend staff meetings as scheduled.
11. Exemplify the YMCA values of Caring, Honestly, Respect, and Responsibility in all aspects of job performance and in relationships with staff and members.
12. Adhere to, and be ready to implement applicable Risk Management and Personnel Procedures as identified in related handbooks. (Handbooks can be found on the Staff Resource Portal)

LEADERSHIP COMPETENCIES:

1. Functional Expertise
2. Project/Program Management
3. Collaboration
4. Critical Thinking & Decision Making

QUALIFICATIONS:

1. At least 21 years of age with High School diploma. Additional related schooling is a plus.
2. Obtain, and keep current, Certified Pool Operator License.
3. General knowledge of plumbing, electrical, and H.V.A. C. systems, and be able to operate equipment to service these systems.
4. Maintain CPR/AED for Professional Rescuers and First Aid Certificates.
5. Complete Child Abuse Prevention Training through the onboarding process and annually thereafter.
6. Adhere to the Best Practices designated per position which can be found on the Staff Resource Portal.
7. Desire to develop relationships with members through hearing and understanding their needs/concerns in an open positive manner.
8. Detail-oriented with a focus on quality and safety
9. Strong leadership qualities with an emphasis on team collaboration
10. Ability to work under pressure while managing multiple priorities
11. Self-starter, with a willingness to accept responsibility, take initiative, be adaptable, and flexible
12. Ability to operate grounds maintenance equipment.
13. Ability to manage a team and make sound decisions regarding facility and equipment care.
14. General budgeting, state-reporting, and computer skills necessary.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

1. 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.
2. Sufficient physical strength and agility to carry out essential duties.
3. Ability to erect and stand on ladders and platforms at heights up to 30 feet.
4. Ability to paint, clean equipment, and operate motorized equipment as needed.
5. Ability to work in conditions that will create dirt and dust.
6. Ability to perform essential maintenance to facility or equipment which may involve, but not limited to the following activities: semi – reaching to full-reach overhead; crouching; kneeling; shoveling; carrying, 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.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____