



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## KANDIYOHI COUNTY AREA FAMILY JOB DESCRIPTION

Job Title: **Building & Grounds Coordinator**  
FLSA Status: Non exempt  
Reports to: Building & Grounds Director  
Leadership Level: Leader

Job Code: XXXX  
Job Grade: XX  
Revision Date: 8/2018  
Department: Building & Grounds

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Building & Grounds Coordinator at Kandiyohi County Area Family YMCA intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined.

### 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. Under the direction of the Building & Grounds Director provides overall coordination of facility and vehicle maintenance, including planning and developing preventative maintenance.
2. Implements, monitors and completes daily check lists.
3. Performs daily checks and testings.
4. Ensures that assigned vehicles and other equipment are maintained and operated in accordance with the policies and procedures of the YMCA.
5. Anticipates risk, implications, and possible outcomes before taking action.
6. Completes repair work and projects in a timely manner. Oversees all contractors that work in the facility and grounds.
7. Assists with recruiting, hiring, training, developing, scheduling and directing assigned staff and volunteers. Aids in developing strategies to motivate staff and achieve goals. Models relationship-building skills in all interactions.
8. Assume other duties, responsibilities and projects identified as needed by the employee and approved and/or assigned by supervisor.

### LEADERSHIP COMPETENCIES:

- Functional expertise
- Critical Thinking & Decision Making

### QUALIFICATIONS:



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- Three or more years of experience in facility management or closely related field.
- CPR, First Aid and AED certifications required within 90 days of hire.
- Working knowledge of mechanical, electrical and plumbing systems, carpentry, and other maintenance-related areas.
- Skills in supervision.
- CPO (Certified Pool Operator) and/or AFO (Aquatics Facility Operator) and boiler certifications required within 120 days of employment.
- Ability and current license to drive with record that meets YMCA standards.
- Ability to respond to safety and emergency situations.
- Additional trainings as required by the position.

**WORK ENVIRONMENT & 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.
- While performing the duties of this job, 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, plow snow, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.
- The work is performed both indoors and out, and may require travel to various locations.
- While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_