



Title: Property Manager  
Department: Maintenance  
Reports To: CEO  
FLSA: Exempt  
Revision Date: February 2025

**POSITION SUMMARY:**

Under the supervision of the CEO, the Property Manager is responsible for the maintenance function for the branch. The Property Manager shall operate YMCA facilities and support services in accordance with policies, procedures, and standards established by the West Central YMCA Association.

**ESSENTIAL FUNCTIONS:**

To perform satisfactorily, the Property Manager must be able to perform the following functions unaided or with the assistance of reasonable accommodations:

- Be able to formulate and compile reports as needed
- Be able to relate effectively to diverse groups of people
- Be able to use sound judgment when making complex decisions
- Be able to speak and write concisely and effectively communicate needs

**QUALIFICATIONS:**

High School diploma required. Associate's Degree or technical certification training preferred. Minimum of three years previous experience in the trades or in a maintenance environment. Previous supervisory experience is preferred but not required. Must be computer literate. Background in non-profit membership organization is preferred. Previous YMCA experience is also preferred.

**PHYSICAL REQUIREMENTS:**

- Ability to walk, stand, or sit for long periods of time.
- Ability to bend, kneel, push, and pull.
- Ability to lift up to 50 lbs.
- Ability to view a computer monitor and enter data for long periods of time

**Major Responsibilities:**

Program development and management

1. Assist operations staff with program development and management by ensuring safe, well-maintained facilities, equipment, and grounds.

Human Resource Management

1. Responsible for the hiring, firing, supervision, training, and evaluation of all direct report staff
2. Ensure the completion of all paperwork in a complete and timely fashion
3. Maintain high staff morale and low staff turnover
4. Responsible for ongoing communication with all staff and supervised

Planning

1. Prepare and conduct special reports, surveys, and reviews for decision-making purposes.
2. Where assigned, implement components of the association's strategic plan

Membership Development

1. Ensure that facilities, equipment, and grounds are maintained to support member satisfaction
2. Ensure the highest levels of customer service in all managed areas

Marketing and Public Relations



1. Develop a positive image of the YMCA in the community
2. Develop and maintain contacts in the community to solicit support

#### Communications

1. Advise CEO on facility and equipment needs for all managed areas
2. Ensure that all facilities, equipment, and grounds are clean and safe
3. Purchase supplies and equipment as needed for department and branch
4. Monitor and arrange for repairs to equipment or facilities when necessary
5. Develop and implement an ongoing preventative maintenance plan for the branch

#### Volunteer Development

1. Responsible for involvement in annual support campaign as assigned
2. Recruit, work with, and support volunteers or committees as assigned

#### Financial

1. Responsible for developing yearly maintenance budget
2. Demonstrate responsible project management of expenditures for facilities, equipment, and grounds

#### Miscellaneous

1. Perform other professional duties or tasks as assigned
2. Serve as risk management coordinator for the branch

#### Effect on End Results

The property manager will manage all assigned areas effectively to ensure clean, safe, and well-maintained facilities, equipment, and grounds. This shall be accomplished by demonstrating timely completion of support services functions that impact the association.

All employees should receive a copy of their job description at hire, and when modifications are made - if hard copies, then create a signature line. If electronic, create a process to sign off that a copy was received virtually.