



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PROPERTY MANAGER

The YMCA of Darke County is seeking qualified applicants for a Property Manager to maintain both our Greenville and Versailles facilities, equipment, and grounds. Hours are flexible, but some evenings may be necessary, and some weekends in case of emergency.

ESSENTIAL FUNCTIONS:

The property manager's primary responsibilities will be in the areas of pool maintenance and operation, plumbing, HVAC, and electrical work in the facility.

- Provides overall coordination of facility maintenance, including planning and developing preventative maintenance for facilities, equipment, and grounds.
- Coordinates and works with outside contractors for grass mowing, snow removal, and tree maintenance.
- Develops, implements, and documents a preventative maintenance program for all major systems and equipment in the facility as needed including: climate control and HVAC systems, electrical, water/sewer systems, pumps, and boiler systems.
- Performs improvements, repairs, and maintenance to buildings and equipment. Operates all tools safely.
- Completes repair work and projects in a timely manner.
- Works with outside agencies such as fire, health, building depts., etc. to ensure compliance with all local, state and federal regulations.
- Responsible for pool maintenance, chemistry of the water and the safe operation of the swimming pool.
- Ensures that assigned vehicles (and other equipment) are maintained and operated in accordance with the policies and procedures of the YMCA.
- Responsible for overall building security including building keys, alarm system, and overall security of YMCA facilities and equipment.
- Responsible for the annual maintenance shutdown, including timeline development, coordination with applicable department staff, and timely communication to members.
- Knowledge of state and federal safety guidelines including those related to OSHA and HIPAA; ensure YMCA adherence to such guidelines. Ensures material safety data sheets are maintained.

Prospective applicants must be able to lift 50 pounds, bend, stand, stoop and walk. Mechanical aptitude is required, as well as general maintenance ability.

Pay is \$20-\$25 hourly, commensurate with experience.

This position could be a part time or full-time position. If full time, benefits package includes membership, childcare discount, vacation, personal days and retirement, as well as health, dental, vision, life, and short- and long-term disability insurance.

Submit resume/application at 301 Wagner Ave. or send to the attention of Sam Casalano, CEO, at scasalano@ymcadarkecounty.org