



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Property Manager – Framingham Branch**

FLSA Status: Exempt

Reports to: Director of Buildings and Grounds

YMCA: MetroWest – Framingham

Department: Buildings and Grounds

Date: 03-18-2025

POSITION SUMMARY:

The MetroWest YMCA is here for all — to empower youth, improve health, and strengthen community. Incorporated in 1960, our Y serves a diverse population who learn, grow, and thrive through programs and services at our 2 branches and seasonal swim club. Community is the cornerstone of the Y. Under the direction of the Director of Buildings and Grounds, and in accordance with the policies established by the Board of Directors of the MetroWest YMCA, along with the mission and goals of the YMCA, **the full time Property Manager – Framingham Branch directs the maintenance and development of the MetroWest YMCA Framingham Branch including domestic hot water and pumps, motors, HVAC, pools, grounds, vehicles, preventative maintenance and related budgets. This position will also provide support as required at other YMCA leased or owned facilities. Competitive salary and benefits! Annual salary range \$70,000 - \$80,000 depending upon experience and credentials.** Equal Opportunity Employer.

ESSENTIAL FUNCTIONS:

- Provide leadership for all facility maintenance, including planning and developing preventative maintenance, developed in collaboration with the Director of Buildings and Grounds.
- Provide coordination of facility housekeeping, including the training, scheduling and supervision of YMCA staff as well as managing the cleaning that is provided by outside contractors to ensure that the facilities are kept extraordinarily clean.
- Responsible for maintaining the grounds during each of the seasons to make sure that the property looks professionally presentable at all times and is free of any hazards.
- Ensure the proper operation of all mechanical systems.
- Complete repair work and projects in a timely manner. Oversees all contractors scheduled to work in the facility and grounds. May participate in the request and review of bids and recommend selection of contractors.
- Works with outside agencies such as fire, health, building depts., etc. to ensure compliance with all local, state and federal regulations related to facilities and grounds.
- Develops budgets supporting the preventative and annual maintenance plans and monitors expenditures against budget.
- Recruits, hires, schedules and directs assigned staff and volunteers. Reviews and evaluates performance. Develops strategies to motivate staff and achieve goals.
- Follow and enforce safety guidelines at all times ensuring a safe working environment. Assures compliance with state and local regulations.
- Participates in the YMCA's Annual Support Campaign
- Advises supervisor and Branch Executive on maintenance issues and projects as requested.
- Ensures that assigned vehicles (and other equipment) are properly maintained and operated in accordance with the manufacturer specifications.
- Assists in the development of annual capital projects, consistent with the YMCA's strategic plan.
- Other duties as assigned.

QUALIFICATIONS:

- Five or more years' experience in facility management or closely related field.
- Working knowledge of mechanical, electrical and plumbing systems, carpentry, and other maintenance-related areas.
- Skills in supervision, budget management and project management.
- CPR, First Aid and AED certifications required within 30 days of employment.
- Certified Pool Operators License certification and obtain Massachusetts Drinking Water License within 120 days of employment.
- Current Driver's license to drive with driving record that meets YMCA standards.
- Familiarity with basic computer operations is required.
- Ability to respond to safety and emergency situations.

PHYSICAL DEMANDS:

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 100 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.

We offer an exciting and innovative work environment with a culture committed to serving all members of our community. As a leading not-for-profit, community service organization, our Association relies heavily on fundraising to support the wide range of programs we proudly provide the communities we serve. Our expectation is that all staff promotes participation of their branch fundraising efforts in some capacity.

COMPENSATION / BENEFITS:

Annual Salary Details: \$70,000 - \$80,000

The MetroWest YMCA offers a competitive wage and benefit package:

- Health, vision and dental insurance
- Long Term Disability and life insurance
- 10% Y Funded retirement plan
- MetroWest YMCA Household Membership
- Discounted program fees
- Paid vacation, holidays and sick time
- Employee Assistance Program
- Paid professional development opportunities

To Apply: Download the [application](#) and email it including a resume to Employment@Metrowestymca.org