



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Job Title: Vice President of Property and Facility Management

FLSA Status: Exempt

Status: F/T or P/T: FT

Reports to: EVP/Chief Operating Officer

Job Grade: Multi-Team Leader

Department: Facilities

Revision Date: 8/2025

POSITION SUMMARY:

Under the direction of the COO, the Vice President of Property and Facility Management is responsible for the maintenance and strategic development of all Tampa YMCA facilities and real estate holdings encompassing a large geographical area with multiple facilities and camps with over 1M sf under roofs. This position ensures properties enrich, support, and reflect the YMCA's mission, values, and commitment to operational excellence.

The Vice President oversees maintenance operations, custodial services, capital project execution, deferred maintenance, energy management, vendor relations, storm preparation and recovery, and all associated personnel as assigned. This hands-on leadership role requires both self-performance and team delegation to ensure all YMCA facilities are safe, clean, and visually appealing, while meeting the highest operational standards. The Executive Director must possess effective collaborative relationship skills and the ability to lead and influence by example to be successful in this role.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Facilities Administration

- Train, support, and assist in recruiting and hiring Association property technicians, mechanics, and directors.
- Hire, train, supervise assigned Association Property Personnel.
- Oversee workflow and technical support for field-based maintenance teams.
- Chair the Property Service Delivery Team.
- Select and manage vendors related to property / facility operations to include custodial, purchasing, and supplies in collaboration with CFO/COO.
- Ensure contract fulfillment for all vendors.
- Partner with the Director of Quality Assurance to maintain facilities per audit/inspection results.
- Ensure prompt response to work orders and emergency maintenance.
- Oversee vehicles, equipment, DMV registration, and acquisitions, and trade outs.
- Evaluate, implement, and leverage efficiencies in property management to include staffing, purchasing, contract management, economies of scale, and other strategies that ensure the highest return on investment in properties.
- Manage the Y's property software (Asset Essentials) and train others on its use.
- Organize and serve as custodian for property records that include architectural plans, site plans, historical capital improvement files, major repair construction agreements, and other documents to support long range property management, planning, and asset re-investment.
- Perform regular facility inspections and address deficiencies.
- Identify and implement energy management systems and funding strategies.
- Remain on-call for emergency facility issues.
- Perform all other duties as assigned.

Project & Construction Management

- Lead assigned construction and renovation projects from inception to completion.
- Assess facilities and recommend improvements in partnership with Quality Assurance.
- Develop project budgets, track timelines, and manage resources efficiently.
- Provide updates to the Property & Real Estate Committee and key stakeholders.

Facility Optimization & Real Estate Strategy

- Identify opportunities for long-term capital reinvestment and sustainability (renovations/ preventative maintenance, etc)
- Develop property maintenance systems for YMCA camps and specialized facilities.
- Gather and analyze feedback from stakeholders to guide improvements.

Vendor & Partner Relationship Management

- Oversee RFPs, RFQ's, contract negotiation, and vendor relationships.
- Manage service agreements (e.g., janitorial, HVAC, elevators, landscaping).
- Coordinate with Finance to ensure proper invoice management.
- Support wellness equipment oversight with Fitness Equipment Specialist.
- Utilize Property Administrator to streamline vendor support.

Fiscal Management

- Develop and manage departmental budgets, forecasts, and financial reporting.
- Ensure capital projects and facility expenditures remain within approved budgets.
- Monitor financial performance and utility/vendor-related spending.
- Support funding proposals with scope, cost, and ROI analyses.
- Approve payroll by deadlines and ensure all employees are using UKG and submitting accurate timesheets.

Team Leadership

- Assist in recruitment and selection of property/facility/custodial staff
- Assist in the recruitment, training, and supervision of a team of property technicians and custodial staff.
- Conduct regular 1:1s and team meetings to align on goals and development needs.
- Foster a culture of high performance and accountability.
- Communicate effectively across all levels of the organization.
- Respond to emergencies 24/7 and fill in for team members as needed.

Safety and Risk Management

- Adheres to all Federal, State, and Local safety regulations.
- Ensure team adherence to all YMCA policies and procedures regarding the safety, health and welfare of members, program participants, guests and staff:
- Responsible for the security of all company owned tools, equipment, vehicles, building, inventory and security of the buildings.
- Maintain a strong culture of safety for staff and members
- Apply YMCA policies and procedures, including those related to best practices, emergency procedures, medical and disciplinary situations and child abuse prevention.
- Ensures all associates are properly trained and prepared for emergency situations. This includes implementing and following training requirements in addition to ensuring proper reporting of all incidents/accidents according to risk management procedures.
- Maintains proper records, including associate certifications, meetings, and trainings.
- Schedules associates and volunteers in accordance to safety and program needs and ensures all safety and program ratios are followed.

Storm Management and Recovery

- In collaboration with the COO and Director of Quality and Risk Management, lead all storm management preparations including ensuring Association facilities are in a state of readiness for any named storm.
- In collaboration the COO, when a named storm is forecasted, execute plans by location to protect properties.
- Lead post storm inspection and damage reporting utilizing center leadership.
- In collaboration with COO, support safe and expedited re-opening plans to include deployment of organizational human resources to bring facilities back on line in logical order based on ground factors.

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PRIMARY RELATIONSHIPS:

- EVP/COO (Supervisor)
- CFO
- Finance Department - Administrative Assistant
- Director of Quality Assurance and Risk Management
- Center/District Executives, Vice Presidents, Senior Vice Presidents
- Association Services Key Leaders
- Direct Reports
 - Senior HVAC Technician
 - Association Mechanic
 - Assigned support technicians and property directors

POSITION REQUIREMENTS

Education/Experience Required:

- Bachelor's degree (preferred) with 6+ years of progressive facilities/real estate management experience, or High school diploma with 10+ years of related experience.
- Minimum 3 years of people leadership experience (hiring, development, supervision).
- Strong record in construction/project management and facilities operations.
- Experience in high-volume, multi-use facilities (e.g., aquatics, recreation).
- Familiarity with energy systems and facility software (Asset Essentials preferred).
- Strong interpersonal, organizational, and communication skills.
- Vendor procurement and contract negotiation experience.
- Demonstrated ability to read and understand financial reports, budgets, as well as skill to leverage vast amounts of data to drive conclusions and recommendations.
- Demonstrated ability to present projects, proposals, and recommendations through excellent presentation skills focused on outcomes.
- Familiarity with personal computers and mobile technology required.

Experience/Education Preferred:

- Trade-specific certifications (e.g., plumbing, landscaping, carpentry)
- Direct oversight / supervision of construction projects over \$250,000
- Construction of facility management certifications

Additional Requirements:

- ***Requires valid driver's license and satisfactory driving record.***
 - ***Employment will end if at any time the driving standards during employment, per the Tampa YMCA driving policies, are not met.***
- Must reside in the Tampa Metro Area and be available to respond to emergencies. ***Initial:_____***
- Must maintain a strong visible presence working onsite 5 days per week.
- Availability to work evenings, weekends, and holidays may be required.
- Must be available during storm events for preparation and recovery efforts. ***Initial:_____***

Certifications/Trainings Required:

- Must obtain within 30 days of employment and then maintain current certifications in CPR, AED, First Aid and Oxygen Administration.
- 10 hour OSHA Training (within 90 days).
- Certified Pool Operator Certification (within 90 days).
- Other certifications and trainings as directed by supervisor.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Maintenance

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 including, but not limited to:

- 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, plow, lift and/or move up to 50 pounds, having 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.

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- While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to work in a variety of environments, specifically those subject to extreme humidity/dampness, heat and cold.
- The noise level in the work environment is usually moderate or high.
- This position may require availability to work flexible hours including evenings, weekends, and holidays as needed.
- Must be able to perform all duties and functions of those that are supervised.

ACCOUNTABILITY:

This position is accountable for: Meeting maintenance and capital project objectives, achieving operational and financial goals, supporting strategic initiatives through facilities excellence, Representing the YMCA's mission and values in all interactions

ACKNOWLEDGEMENT:

This job description reflects major responsibilities but may not include all assigned tasks. The incumbent agrees to fulfill all duties as directed by the supervisor to support the success of the YMCA.

SIGNATURE:

I understand and accept the above description and represent my agreement as to the job to be performed.

Staff Member's name

Staff Member's signature

Date: