

**eliminating racism  
empowering women**  
**ywca**

**Central Massachusetts**

Position:	Facility Manager
Accountability:	Senior Director Finance and Administration
Hours of Work:	Full-time
Location:	Worcester County
Salary Range:	\$47,500 - \$50,000
CORI Required:	Yes

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**About the YWCA Central Massachusetts**

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

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**General Function:**

The Facility Manager is responsible for the maintenance and operation of all YWCA facilities to the highest industry standards. Duties also include supervision and training of facilities personnel and compliance with all local, state and federal regulations.

**Responsibilities:**

- Develop and manage annual work plan, operating and capital budgets for the operation, maintenance and repair of the facilities.
- Schedule and perform and/or supervise periodic maintenance on facility equipment in accordance with manufacturers' specifications and equipment history. Maintain equipment records to document maintenance, repairs and replacement.
- Coordinate and schedule routine maintenance and custodial tasks with other departments to ensure smooth and efficient operation of all location activities. Review all new or expansion requests with the Executive Director and the Physical Plant Committee.
- Hire, train and develop building services staff. Perform annual personnel developmental appraisals.
- Develop all capital repair and maintenance projects. Prepare budget estimates and specifications.
- Manage competitive bidding process for projects. Evaluate and recommend vendors for contract award. Provide project supervision to verify compliance with specifications and instructions.
- Periodically inspect all facilities and all work areas to ensure compliance with appropriate regulations, safety standards and city, state and federal codes.
- Maintain all facilities' records including blue prints, drawings, furniture and equipment inventory records as required by funders and auditors. Files should include usable acreage, property lines, square footage and usage of buildings and property.

- Monitor, evaluate and implement emergency procedures providing on-call coverage as needed. Review life safety compliance, any deficiencies should be brought immediately to the attention of the Senior Director – Finance and Administration.
- Perform minor maintenance repairs as needed.
- Perform all other duties as assigned.

**Qualifications:**

- High school or trade school graduate or equivalent
- Requires 3-5 years hands' on experience as a supervisor working in a facilities environment
- Must possess a working knowledge of facility maintenance, carpentry, electrical, custodial and plumbing
- Ability to handle several projects with minimum supervision
- Valid Massachusetts Drivers License

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**How to apply:**

If you are interested in applying for the above position please send resume to:

Email: [HR@ywcaworcester.org](mailto:HR@ywcaworcester.org)

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts  
Attn: Director of Human Resources  
1 Salem Square  
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.