



Job Title: Facility Director
Department: Wellness
FLSA Status: Non-Exempt, Hourly, Full Time
Revised Date: Created 1/21/25 (Council)

Accountability

Under the direction of the Executive Director of the Wellness Center and Assistant Recreation Director, respectively.

Job Summary

Performs a variety of unskilled and semiskilled tasks required for preparing and maintaining the physical properties, equipment, and space of the Seward Wellness Center to ensure an attractive, safe, and functional facility for users.

Essential Job Functions

Provides overall coordination of facility maintenance in consultation with the Executive Director, including planning and developing preventative maintenance schedules and completion logs. Advises Executive Director on maintenance issues as are identified and possible solutions. Responsible for daily hands-on basic maintenance, timely repairs, and coordination of cleaning needs with contractor as well as trash removal, setting up spaces for programs or events, and ensuring the facility grounds are maintained clean. Ensures the physical environment minimizes risks to health and safety. Ensures the proper operation of all mechanical systems and oversees all contractors that work in the facility for repairs. Works with outside agencies to ensure compliance with all local, state and federal regulations related to facilities. Creates, maintains, and updates a facility plan and may assist in the identification of capital projects needed. Creates and keeps an inventory log. Understands, properly stores, and uses chemicals in pool operations. Assists in maintaining the heating, ventilation, and air conditioning (HVAC) system and troubleshooting problems. Works with Executive Director to develop a budget supporting the preventative and annual maintenance plans and capital upgrades.

Additional Duties and Responsibilities

May assist with snow removal, lawn/grounds maintenance, and exterior upkeep as is needed; may support any after hours building needs and activities as required (infrequently).

Knowledge, Abilities and Skills

Considerable knowledge of proper facilities maintenance procedures and best practices. General knowledge of cleaning methods/materials and skill in the use of applicable equipment/machines. General knowledge of HVAC systems, gym floor maintenance, and pool operations. Ability to operate moderately heavy equipment (e.g. floor polishers); capability to operate/utilize a variety of tools, equipment (e.g. carpet sweeper, vacuum cleaner, walking mower, weed trimmer), and materials; and handle, apply, and store chemicals safely. Ability to: climb, crawl, run, bend, kneel, stoop, twist, reach, climb, balance, carry, push, pull, lift up to 50 lbs., sit or stand for extended periods of time, perform a variety of physical activities, and experience exposure to wet/humid conditions and pool chemicals. Good oral and written communication skills to effectively communicate on a daily basis with the public, service contractors, coworkers, and other departments. Capability to utilize a computer, copy machine, and other office equipment. Availability to work some evening/weekend hours and overtime (infrequently).

Education and Experience

High school diploma or equivalent; Associate's degree in facilities management or related field plus one (1) year of relevant experience OR at least three (3) years in facilities management or related field is desirable; knowledge of gym floor maintenance, HVAC, and pool operations is preferred; OR any equivalent combination of experience and training deemed sufficient to successfully perform job duties.

Special Requirements

Possession of a valid driver's license; Completion of a Nebraska Pool Operator license within first six (6) months of employment.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.