



## Creative and Energetic Leader with Strong Leadership Skills Wanted!

Interested in joining a team focused on providing McLean County with quality programs and services dedicated to eliminating racism and empowering women?

YWCA is looking for a leader who can communicate effectively, provide excellent customer service, and manage multiple projects.

02/17/2023

---

### **JOB TITLE: Facilities Director**

#### **RESPONSIBILITIES:**

Reporting to the Vice President of Operations and Compliance, this individual is an actively engaged team member responsible for building operations, fleet operations, and housing maintenance repairs. Supervision over custodial and maintenance staff, coordinating outside contractors, and establishing policies, procedures, standards, and training to establish and maintain a safe, healthy, and clean environment for staff and clients.

*Job description is subject to change based on business necessity.*

#### **JOB REQUIREMENTS:**

- 3 – 5 years of work experience related to facilities and/or maintenance required
- 3 years of staff supervision experience preferred.
- 3 years of experience working with mechanical systems such as HVAC, electrical, and plumbing preferred
- OSHA experience and knowledge preferred.
- Ability to communicate in a variety of business settings with all employees, contractors and vendors.
- Proficiency in English required.
- Must be available to start as soon as possible.

Full-Time, 40 hours per week, Monday to Friday 8 am – 5 pm. This is an exempt position and work hours may include some weekend and evening hours. Full benefits package is included.

#### **TO APPLY**

Submit a resume, cover letter, and YWCA employment application to Human Resources. The position will be open until filled. Applications are available at the YWCA Administration front desk or can be downloaded from: [www.ywcamclean.org](http://www.ywcamclean.org)

Human Resources  
YWCA McLean County  
1201 N Hershey Road  
Bloomington, IL 61704

*YWCA McLean County is an equal employment opportunity employer.*