



## **Facilities Management International Training Program Estes Park Center, YMCA of the Rockies**

### **Phase 1 – Office Coordination – March 16 – May 15**

**Objective:** The purpose of this phase is to be introduced to the policies and procedures of the YMCA of will also learn the function of Office Coordinator in the Facilities Management Department.

**Tasks:** The trainee will complete the following tasks: Attend Estes Park Center Human Resources orientation. Review the roles of personnel with his or her supervisor and will then assist with receiving calls and dispatching appropriate personnel for repair requests. Assist with creating and closing orders with Proteus maintenance management software. Assist with recording data from invoices. The trainee will receive instruction on using Maestro to view cabin availability, and create trash and snow plow reports. The trainee will assist with scheduling and communicating through Microsoft Office software.

### **Phase 2 – Inventory Control – May 16 to June 30**

**Objective:** The purpose of this phase is for the trainee to see and understand the importance of inventory and how it is managed, to learn how to manage orders and people to make sure parts are correct, and to see importance of safety equipment and what is code for such equipment.

**Tasks:** Receive instruction on the use of the Proteus software and will assist his or her supervisor to input purchasing and receiving data in to this software. Assist with making requisition orders. Assist with receiving goods and stocking them in proper bins. Assist by finding needed parts for orders and tracking them down the trail between purchasing and receiving. Assist with making and organizing bid on one of our most used items and following it to completion. Assist with organizing a lighting retro fit and submitting why this is a needed retrofit as well as bidding and making sure it is installed correct. This will also include meeting with our Platte River Power and getting the paperwork submitted for the rebate. Assist to lead a safety meeting about the importance of inventory control and how the department is involved in its success.

### **Phase 3 – Ground Maintenance – July 1 to August 24**

**Objective:** The purpose of this phase is for the trainee to learn the area of Grounds Maintenance.

Tasks: Assist with managing trash and recycling programs. Landscaping impacts: Assist in the planning and implementing of various landscaping projects such as road maintenance, fence building, trail cutting, sign installation Managing natural resources. Assist with vegetation maintenance, including timber and beetle kill mitigation as well as forestry operations. Project (to be determined by supervisor) : a specific project will be designated depending on the time of year and needs of the camp for the trainee to help plan, implement, and manage. Examples could be building a foot bridge or pouring a concrete sidewalk. The trainee will give a 15 minute presentation on the importance of recycling. The trainee will attend classes in some of the following subjects: YMCA global mission, Resume Writing and Interviewing, Management, Business, and Leadership.

#### **Phase 4 - General Maintenance – August 25 to October 14**

Objective: The purpose of this phase is for the trainee to learn the area of general maintenance in the building and grounds department.

Tasks: The trainee will complete the following: Assist with receiving and completing orders for demand maintenance & preventative maintenance. Safety – Review of the unique issues for each task and piece of equipment. Attend a weekly safety meeting to discuss a variety of topics to keep the staff up to date on the most current safety techniques. Assist with ordering parts Receive instruction on pool chemistry and basic pool operation of a 130,000 gallon pool and daily chemical checks. Shadow a full time employee while performing tasks involving the pool. Assist with weekly and annual maintenance procedures. Assist with the annual shutdown of the pool for maintenance for 3 weeks. Assist to plan, implement, and execute with the help of experienced staff members. Attend classes in some of the following subjects: YMCA global mission, resume writing and interviewing, Management, Business, and Leadership.

#### **Phase 5- Building Maintenance - October 15 to December 2**

Objective: The purpose of this phase is for the trainee to learn and become familiar with the area of building maintenance in the buildings and grounds department.

Tasks: The trainee will be trained on a project and communicate with the supervisor as to how the project should turn out, time frames, ordering materials, creating drawings, and any other question he has. The trainee and the supervisor will review the unique issues for each task and piece of equipment. Personal safety equipment will be issued for each task. In addition we have a safety meeting once a week in which we discuss a variety of topics to keep the staff up to date on the most current safety techniques. The trainee will assist to purchase supplies. The trainee will attend classes in some of the following subjects that were not studied in the previous phases: YMCA global mission, resume writing and interviewing, Management, Business, and Leadership.

#### **Phase 6 - Vehicle Maintenance - December 2 to January 25**

**Objective:** The intern will observe and assist his supervisor and regular staff members in Vehicle Maintenance

**Tasks:** The trainee will receive instruction on how to use the file system/record keeping in the vehicle maintenance department. Assist to maintain this system through this phase.

**Budgeting/Cost analysis:** Receive instruction on using computer programs which track the costs to budget numbers involved with maintaining a fleet of 67 vehicles. **Diagnostic:** Receive instruction on and will then assist with specific computerized tool used to determine error codes with vehicles, hands on. **4. Routine servicing:** Assist to complete oil changes, brakes, tire changes, etc. hands on. **Hands on repair:** Shadow a seasoned mechanic and manager to learn to supervise and perform basic operations of vehicle maintenance. Attend classes in some of the following subjects that were not studied in the previous phases: YMCA global mission, resume writing and interviewing, Management, Business, and Leadership.

### **Phase 7 – Utility Maintenance – January 25 to March 29**

**Objective:** The purpose of this phase is for the trainee to learn the area of utility maintenance in the buildings and grounds department.

**Tasks:** The trainee will learn the following: Performing locates of utilities. Train on and assist with excavation work as needed for utility installation and maintenance projects. Review needed materials for utilities projects and assist with specifications and purchasing. Assist with laying utilities & mapping. Train on and assist with heavy equipment use & safety procedures. The trainee will attend classes in some of the following subjects: YMCA global mission, resume writing and interviewing, Management, Business, and Leadership.