

Organization: **Youth & Family Services (YFS)**

Department: **Maintenance**

Position: **Facilities Assistant Manager**

Status: **Full-Time**

Reports to: **Chief Executive Officer**

Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**

Hours/Week: **40**

Non-smoking work environment. Wage DOEQ. E.O.E.

We are looking for a proactive and detail-driven Facilities Assistant Manager to help keep our operations running smoothly and our spaces inspiring for those who attend Youth & Family Services. In this role, you'll be the right hand to our Facilities Manager—having duties that include overseeing day-to-day building operations, coordinating maintenance schedules, completing repairs, managing vendor relationships, and ensuring every corner of our workplace is safe, operational, and welcoming. You'll have the opportunity to make a rewarding impact on others by utilizing your skills and talents in this role. If you thrive on problem solving, enjoy working with a variety of people, and take pride in a positive environment, we encourage you to apply.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees in a full-time status are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

Minimum Qualifications: High School diploma or GED required. Minimum Qualifications Job related experience in grounds and facilities maintenance. Self-motivated, responsible, dependable, mechanically inclined with the ability to work independently and take direction. Ability to organize and lead multiple projects. Strong communication and documentation skills. Must have some computer and technical experience. Current vehicle liability insurance and a valid driver's license required. Ability to maintain confidentiality.

Essential Functions:

- Provide assistance to the Facilities Manager and learn about facilities systems such as mechanical, HVAC, electrical, plumbing, etc.
- Ensure YFS Facilities are a safe, clean and fun place for children.
- Supervise Maintenance Department staff and daily activities in the absence of the Facilities Manager.
- Maintain all YFS buildings, facilities and grounds to ensure they are operating and complying with health, fire and safety regulations: local, state, and federal.
- Schedule all facility safety/operation inspections and maintain documentation (to include electronic versions of reports).
- Oversee all facility-related vendor services for YFS facilities to include but not limited to: custodial, fire-related, security monitoring, snow removal, lawn care, sanitation, etc. and maintain all agreements and contracts annually.
- Organize and maintain building/facility-related documents: operation/maintenance manuals, warranty info, MSDS safety sheets for all YFS facility-related systems.
- Identify and report maintenance projects/repairs to COO for approval.
- Solicit quotes for repairs of facility improvement projects.
- Maintain effective relationships with contractors and vendors.

- Provide ongoing communication and training to YFS staff pertaining to facility use, maintenance, security, and safety-related issues.
- Develop and implement a schedule for annual maintenance activities.
- Oversee the purchase and inventory tracking distribution of consumable supplies (paper products, soap, etc.) for agency.
- Conduct routine pricing comparison of supplies and materials.
- Conduct purchasing and follow financial authority guidelines/processes per YFS policy.
- Perform regular and routine maintenance, care of, and repairs with Maintenance Team at all YFS facilities.

Additional Functions: Assist with facility and equipment setup and tear down for special events as requested by departments/programs. Be available on an on-call basis for emergency maintenance work. Assist with grounds work (such as snow removal, landscape, and mowing.) Perform additional duties as assigned by supervisor.

Environmental Functions: Perform duties in a varied environment. Required to drive and work flexible hours. Ability to lift up to 50 lbs.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email: yfshr@youthandfamilyservices.org

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call our HR Team at 605-342-4195!