

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

Department: **Maintenance**

Position: **Maintenance Assistant**

Status: **Full-Time**

Reports to: **Facilities Manager**

Location: **Rapid City, SD**

**Work Schedule:**

Work Days: **Monday through Friday**

Hours/Week: **40**

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

**Benefits:** YFS strives to provide its employees with top-quality benefits. YFS employees 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. Self motivated, responsible, dependable, mechanically inclined with the ability to work independently and take direction. Some computer usage required. Current vehicle liability insurance and a valid driver's license required. Ability to maintain confidentiality

**Essential Functions:**

- Assist with regular, routine maintenance and repairs at all YFS facilities.
- Oversee grounds maintenance at all YFS facilities.
- Assist with lawn care and snow removal, as needed.
- Maintain custodial supply inventory.
- Perform light custodial operations as required to maintain a safe and healthy operating environment.
- Assist with heavy custodial operations, like carpet extraction.
- Assist with oversight of custodial contract performance, as directed by supervisor.
- Assist with setup and teardown for special events.
- Assist Facilities Manager with maintenance manual updates and documentation.
- Provide backup coverage in the absence of the Facilities Manager.
- Demonstrate creativity, self motivation and independence.
- Be on call for emergency maintenance work.
- Assist with staff training pertaining to facility use, maintenance, security, and safety.
- Perform additional duties as assigned by supervisor.

**Environmental Functions:** Perform duties in a varied environment. Will be required to drive and work flexible hours. Some overtime may be required, as determined by supervisor. Some use of personal vehicle may be required. Availability of a personal pickup truck will be beneficial. Ability to lift up to 75 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

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 HR Team at 605-342-4195!**