



Facilities Coordinator

Our New VISION All youth feel safe, accepted, and supported.

Our New MISSION The Bridge for Youth centers youth voice, justice, and equity in all we do, and empowers youth experiencing homelessness through safe shelter, basic needs, and healthy relationships.

Our New VALUES

Patience - We give space for youth to make decisions on their own timeline in their own way. Love and Caring - We believe in acceptance, empathy, and non-judgment. Communication - We engage in intentional dialogue to understand each other's truths. Integrity - We actively learn, grow, and change to align our actions in equity and justice. Co-Creation - We seek connection to amplify the voice of youth and each other. Community - We stand together for youth and for each other.

Position Information

Position: Facilities Coordinator

Job Type: Full-Time

Classification: Non-Exempt

Reports to: HR & Administrative Director

Posting Date: 8/4/2023

Closing Date: Open until filled

Compensation: \$26.00/hr to \$29.00/hr

Position Overview

The Bridge for Youth (BFY) centers youth voice, justice, and equity in all we do, and empowers youth experiencing homelessness through safe shelter, basic needs, and healthy relationships. For over 50 years, The Bridge has been at the forefront of addressing youth homelessness in Minnesota, positively impacting the lives of the most vulnerable youth in our community, through youth-centered programs that offer a pathway out of poverty and chronic homelessness.

The Facilities Coordinator will maintain efficient and smooth operation of BFY grounds. The Facilities Coordinator is responsible for the overall maintenance and upkeep of two buildings (Main building and Rita's House), grounds and vehicles, compliance with relevant regulations, purchase, acquisition, inventory and storage of material and regulation compliance.

We ask all staff to:

- ✓ Lead within a framework of agency values, philosophies, and goals, including team commitment and cooperation across BFY services and programs
- ✓ Emulate and enthusiastically promote the organizational culture as defined by the identified values statements and racial justice and equity opportunities of BFY
- ✓ Lead in building upon and strengthening a culture of establishing and nurturing relationships
- ✓ BFY believes in team, collaboration, and constantly developing a supportive and caring environment for each other. Sometimes we are asked to lean in above and beyond our position description and we enthusiastically do so

Key Responsibilities

- Ensure the agency operates efficiently by coordinating and performing ongoing maintenance as needed by following the weekly, monthly and annual BFY Maintenance Checklist
- Assist in preparing for and participate in government inspections
- Complete preventive maintenance of equipment and building, including but not limited too minor wall repair, painting, smoke detector maintenance, and door repair
- Performs general building maintenance by changing light fixtures, unclogging drains, painting and patching with putty or cement, fixing broken window screens, etc.
- Installs and maintains equipment in appliances, pumps, lights and electrical features, etc.
- Keep property and supplies organized, including tools, building supplies, etc.
- Help test and maintain building life safety (fire detection, alarm & fire sprinkler. etc.)
- Responsible for providing administrative support for the HR & Administrative Director and assists in coordinating and organizing facilities management resources to accomplish the strategic goals of the department
- Provide emergency maintenance as needed
- Other duties determined by management

Working Hours

- Hours are generally Monday through Friday business hours but may vary based on organizational needs, including some nights and weekends; ability for flexibility in schedule

Qualifications

- Education or experience sufficient to provide the knowledge required
- Two years of experience in mechanical or maintenance work that involved repairs, maintenance or alterations to buildings
- Ability to regularly lift and/or move up to 20-25 lbs. and occasionally lift and/or move up to 25-75 lbs.
- Ability to perform well in a fast-paced environment
- Must be able to perform work in a variety of weather conditions
- Effective verbal and written communication skills
- Must be able to bend, lift, stretch, climb, and crawl to maintain equipment and buildings
- Must clear a background check
- Must have valid driver's license, satisfactory driving record and insurance limits of \$100,000/\$300,000
- Boiler Special Class Engineer certification (preferred)
- Ability to pass state required Boiler certification test upon/after hire (required)

The Bridge for Youth is an Equal Opportunity Employer committed to embracing diversity and individuality and opposed to practices which discriminate on basis of race, gender, sexual orientation, religion, handicap, disability, age, or nationality.

We apply this policy of unbiased consideration not only to our employment practices, but also to any contractual opportunities. We are further committed to taking affirmative action to ensure these opportunities are accessible to individuals who meet the qualifications, and we encourage all interested parties to apply. EEO/AA.