

Facilities Specialist

Youth On Their Own (YOTO) – strives to eliminate barriers to education and empower Pima County's homeless youth to stay in school. For over 30 years, we have supported the high school graduation of this unique demographic by providing financial assistance, basic human needs, and guidance. With the help of our supporters we empower homeless youth to remain in school and pursue opportunities for self-sufficiency.



YOTO is searching for a Part-time Facilities Specialist to become a member of the YOTO family. The Facilities Specialist will be responsible for all general business operations, maintenance and security. The Facilities Specialist works closely with the Director of Finance, Operations & HR, and the Finance & Operations Coordinator, and assists in providing maintenance, supply, and security support to all YOTO staff.

Work Schedule: Part Time, Hourly, 25 Hours a week. Hours may vary to include special events and activities on evenings and weekends.

Status: Regular, Part Time, Non-Exempt.

Reports to: Director of Finance, Operations & HR

Duties:

- Oversee all maintenance and repair of electrical, plumbing, locksmithing, and painting work to maintain Youth On Their Own buildings
- Oversee all maintenance and repair of our HVAC systems
- Oversee the Security System for all Youth On Their Own buildings and on-site storage units
- Oversee the moving and relocating of office furniture
- Oversee roof maintenance program; inspect condition of roofs, clean roof gutters and drains
- Oversee parking lots and building lights
- Oversee building maintenance contracts and service work; obtain bids, process and contract out repair requests, with approval from the Director of Finance, Operations & HR
- Prepare cost estimates for maintenance activities; maintain maintenance records and files
- Requisition of building maintenance supplies, material and equipment; monitor inventory; load and unload supplies
- Maintain and restock kitchens, bathrooms and office supply areas as needed
- Ensure facilities and buildings are in compliance with Americans with Disabilities Act and other Federal guidelines and safety regulations
- Participate in the preparation of the building maintenance budget; monitor budget expenditures
- Collect and transport hazardous waste including batteries and fluorescent tubes to recycling sites
- Help set up Multipurpose room for staff meetings and events
- Assist with moving donated items from the main building to the Student Success Center
- Attend and assist with fundraising events
- Run errands as needed
- Perform other related duties as required

Physical Demands/Working Conditions:

- Intermittent physical activity including bending, reaching, and prolonged periods of sitting and using a computer
- Able to lift up to 50 pounds

Minimum Qualifications/Skills:

- Ability to pass a background check
- Strong computer skills.
- Excellent verbal communication skills.
- Strong organization skills.
- Ability to work on their own and be a self-starter.
- Flexible and able to multi-task
- Must have excellent work habits, including a willingness to work the hours necessary to get the job done.

The intent of this position description is to provide a representative summary of the essential duties performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in this description.

Other Requirements

Valid Arizona Driver License and proof of automobile insurance

PRE-EMPLOYMENT SCREENINGS

Youth On Their Own conducts pre-employment screenings for all positions, which includes a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States. Apply Now.

Job Type: Part-time **Salary:** \$15/hr.

Find out why YOTO is attracting and retaining the best employees! If you are interested and qualified, please apply now. YOTO offers a supportive and positive work environment and generous holiday and vacation schedules.

If you are passionate about the YOTO mission, please submit your resume and cover letter to mpalmer@yoto.org.
No phone calls, please.

Position is open until filled.

Matthew Palmer, Director of Finance, Operations & HR

Youth On Their Own

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