Facilities Manager – Job Announcement

Overview of RYSE
RYSE creates safe spaces that build youth power for young people to love, learn, educate, heal and transform lives and communities. This continues the legacy of youth-led organizing that first opened RYSE Center in 2008. RYSE’s integrative programming model is guided by our Theory of Liberation. We work to transform systems to be safe, welcoming and responsive to youth and so that BIYOC (Black, Indigenous, Youth of Color) young people are loved and trusted to lead and change inequities.

RYSE engages youth ages 13-21 across the diverse communities of Richmond and West Contra Costa County, including in and out of school, LGBTQQ, homeless/marginally housed, undocumented, foster youth, justice-system involved, and who experience lethal injury. RYSE youth experience the structural and lived conditions of divestment, compounded oppressions, and systemic abandonment. These interacting layers of trauma shape the systems and places youth navigate, from education and juvenile legal systems to housing, employment, and healthcare. In this context, BIYOC continue to share a need and expectation for adults, places and spaces that can provide guidance, new opportunities, and predictability.

RYSE is committed to meeting all young people where they are at with trust, shared power, and love; and engaging youth who may not be seen as leaders in other areas of their lives. We focus on ensuring RYSE feels like an environment in which young people of color believe their conditions can improve, where they can be active agents of their lives, and in which they trust in and have the trust of adults to succeed, struggle, learn, and lead.

The Facilities Manager plays a critical role in ensuring the RYSE Commons campus reflects RYSE’s values and our commitment to hold, steward and respond to what young people need, want and dream.

Job Summary: The Facilities Manager will be responsible for supporting the maintenance and oversight of our new campus, RYSE Commons. The Facility Manager’s role, in partnership with the Director of Innovations and Director of Operations and Partnerships, is to ensure the optimum functioning of buildings, ground, and associated equipment. In partnership with key staff the Facility Manager will work to ensure the health and safety of staff, members and the larger community. The Facility Manager reports to the Director of Operations and Partnerships.
Primary Duties Include, but are not limited to the following:

- In partnership with the RYSE facilities team, develop and implement a corrective and preventative plan for the upkeep of all RYSE facilities, grounds, and the major facilities systems (HVAC, mechanical, plumbing, electrical, utility, safety and security systems, and structural)
- Responsible for the care, management, and protection of RYSE property to safeguard the property from damage or loss.
- Performs routine maintenance on facilities and performs repairs as needed.
- Schedules and supervises maintenance workers engaged in building and grounds upkeep and repair when required.
- Schedules routine inspections and emergency repairs with outside vendors.
- Directs and oversees external contractors/vendors (electricians, plumbers, roofers, painters, landscapers, etc.)
- Monitors the safety and cleanliness of the interior and exterior areas such as offices, conference rooms, parking lots, and outdoor recreation areas.
- Develops and implements safety policies and practices with support from Supervisor.
- Ensures fire-safe conditions inside and outside the facility maintaining working knowledge of local Fire Prevention and Protection requirements.
- Monitors and recommends systems and procedures to ensure the security of all facilities.
- Develops a custodial service plan that outlines the tasks of and expectations for custodial staff, indicating a detailed daily and periodic schedule for cleaning and simple repairs of the facilities.
- Establishes and upkeep a key control program and procedures for the security of all basic and master keys that service the facilities.
- Supports the Director of Innovations in developing, and monitoring an energy conservation program, making recommendations for efficiency and reduction in the costs of operating the facilities.
- Works with the Director of Operations and Partnerships to develop and monitor department budgets; orders equipment and supplies and monitors inventory.
- Establishes and maintains Hippo CMMS to track work orders and equipment inventory.
- Prepares facilities for changing weather conditions.
- Serves as administrator responsible for facility safety and meeting physical ADA compliance standards, works closely with staff and state officials to meet and OSHA requirements.
- Ensures the proper disposal of hazardous and controlled wastes in compliance with regulations and guidelines; works directly with outside agencies such as OSHA and local and state health departments as required.
- In partnership with the facilities teams, evaluates the need for and arranges facilities training sessions for RYSE staff.
- Oversees vehicle maintenance (RYSE van).
- Supports shipping/receiving activities for large shipments and deliveries as required.
- Contributes to strategic planning by evaluating and projecting future facility needs and proposing options to achieve them.
- Performs other related tasks as requested.
Knowledge, Skills and Abilities Needed:

- At least two years of experience managing a facility with similar responsibilities
- Proficiency with repair tools and techniques
- Ability to operate a scissor lift and conduct basic maintenance tasks at heights up to 25'
- Ability to lift heavy equipment and comfortable standing or walking for long periods of time
- Strong organizational skills
- Able to delegate tasks and lead a team toward collective goals
- Flexibility and ability to navigate and learn new systems
- Able to multitask, prioritize, and manage time effectively
- Strong communication and interpersonal skills, including the ability to speak with all levels of employees, guests, vendors, and team members
- Self-motivated and self directed
- Ability to work in an environment that centers the needs and experiences of BIPOC youth
- Ability to support a team through navigating challenges and new experiences
- An ability to have fun
- Strong work life balance
- Knowledge of Richmond and West Contra Costa County

Compensation: This is a full-time position at 40 hours per week and annual salary of $65,000-70,000. (Depending on applicable experience) payable bi-weekly. The position is exempt and does not qualify for overtime. We offer a comprehensive benefits package, which includes:

- RYSE covers 100% Medical (including acupuncture and chiropractic) for employees and dependents;
- RYSE covers 100% Dental and vision insurance for employees and dependents;
- Generous vacation, sick leave and holidays, including minimum of 5 weeks off in year 1;
- A matching 403(B)retirement account program;
- FSA/HSA option;
- Substantial professional development opportunities, and more!

How to Apply: We will be reviewing resumes on an ongoing basis until the position is filled, however we would like to have this position start by November. Please send a cover letter, resume, and three references to monica@rysecenter.org, with the subject: Facilities Manager position. Please do not embed your resume and cover letter in the email, it will not be reviewed. For more information, please visit www.rysecenter.org.

RYSE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, age, marital status, military or veteran status, sexual orientation, religion (including dress and grooming), sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), disability (including physical, mental, and/or HIV/AIDS status), gender (including identity and expression), genetics, or request for FMLA (if applicable). RYSE complies with applicable state, federal, and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

RYSE strongly encourages people of color, women, and LGBTQ applicants to apply. We will consider employment qualified applicants with arrest and conviction records.