

## **Facilities Manager/Maintenance Technician at the Dahl Arts Center**

**Organization:** Rapid City Arts Council  
**Location:** Dahl Arts Center, Rapid City, SD  
**Type of Position:** Hourly, Part-Time  
**Schedule:** Flexible! Monday-Friday, 20-35 Hours/Week  
**Date Posted:** 3/21/2024  
**Apply By:** 4/5/2024

### **Do you pride yourself on making things run smoothly? We're looking for you!**

With 50 years of experience, the Rapid City Arts Council (RCAC) transforms our community through the arts. Our team has managed the Dahl Arts Center since 1974 and our Facilities Manager is the backbone of the operation. The center features five galleries, an event space, and an education complex, open Monday-Saturday, 10am-5pm. As a nonprofit organization, we staff a small and highly talented organization where each employee has an opportunity to show leadership at work and in our sector. Learn more: [www.rapidcityartscouncil.org](http://www.rapidcityartscouncil.org) & [www.thedahl.org](http://www.thedahl.org)

### **POSITION PURPOSE:**

The Facilities Manager/Maintenance Technician assists RCAC in overseeing maintenance and repairs of the 39,000 sq. ft. Dahl Arts Center. Responsibilities include managing equipment, conducting routine maintenance, and ensuring facility functionality. This entails HVAC, plumbing and electrical systems to ensure maximum efficiency and performance. This position plans and manages to budget the necessary facility modifications, including estimates, bids, contracts and labor/material requirements. This role reports to the Executive Director.

### **FLEXIBLE POSITION:**

This position is flexible for the right candidate. Minimum of 20 hours; maximum of 35 hours. The hours can be scheduled Monday through Friday between 6am and 5pm.

### **WHAT YOU WILL DO:**

Facility Maintenance:

- Monitor HVAC, plumbing, electrical, and lighting systems.
- Perform repairs and maintenance in plumbing, carpentry, painting, lighting and electrical areas, or call someone who can.
- Respond to maintenance requests and address issues promptly.
- Review inspection reports and recommend repairs or improvements.
- Maintain facility records and manage entry/security systems.
- Assemble contract bids and make recommendations.
- Manage custodian.

### **Equipment Maintenance:**

- Conduct preventive maintenance on equipment such as fire protection and boilers.
- Manage equipment maintenance schedules and up-to-date operating procedures.
- Troubleshoot and repair equipment malfunctions to minimize downtime.

### **Grounds Maintenance:**

- Maintain cleanliness and attractiveness of grounds.
- Maintain outdoor lighting and signage.
- Water lawn, trim shrubs, treat weeds and remove debris.
- Assist with snow removal and coordinate landscaping projects.

- Manage service providers.

**Safety and Compliance:**

- Adhere to safety protocols and address hazards.
- Participate in safety training programs and promote a culture of safety awareness among staff.

**Inventory Management:**

- Maintain maintenance tools, equipment and facility/janitorial supplies.
- Ensure cost effective procurement and order materials as needed.

**Scheduling, Documentation, and Reporting:**

- Develop maintenance schedules and keep accurate records.
- Provide updates on maintenance activities and project progress.

**QUALIFICATIONS:**

- Proven experience in facility or maintenance management.
- Mechanical aptitude with knowledge of building systems.
- Experience, knowledge, and skill in maintaining major building systems such as an understanding of HVAC and electrical operations.
- Proficiency in hand and power tools.
- Ability to read technical manuals and blueprints.
- Excellent problem-solving skills and attention to detail.
- Proficient in Microsoft word processing, Excel spreadsheets.
- Ability to train, supervise, schedule, support, and evaluate direct report(s).
- Business writing skills such as procedures or policy development.
- Ability to establish and maintain cooperative working relationships and resolve issues effectively.
- Ability to work independently and with frequent interruptions.
- Willingness to work flexible hours and respond to maintenance emergencies as needed.
- High school diploma or equivalent; technical training/diploma preferred.

**Not sure if you qualify?** We encourage you to apply for a role with RCAC even if you do not meet 100% of the qualifications.

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

The workplace setting for this role is within a public art center with a performance venue, education center, art studios and galleries, gift shop and offices. RCAC employees are exposed to all types of art and the occasional presence of art materials and dust from creative processes. Staff are expected to serve people of all ages, abilities, races, genders, and preferences with respect. There is foot traffic and noise from the art classes and events we host. Children and the general public are regularly present in our facility. This position requires the use of basic power/hand, pneumatic, electric tools for installation, repair, and maintenance of the building and its systems. Hours may be irregular and interruptions frequent. Requires the use of snow removal equipment and ladders. May be subject to burns, cuts, and confined space entry. Computer systems operations including but not limited to: Email, Microsoft Word, Excel spreadsheets, team project management software. Attendance at weekly team meetings required. This role is supported by funds from the City of Rapid City but is not city employment.

This is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

**Compensation:**

\$20-\$22/hour based on experience.

**Benefits:**

- Flexible schedule
- Supplemental health insurance only (covers what your primary insurance doesn't)
- Company holidays
- Paid time off (30+ hours position)
- Discounts on RCAC art classes and events
- Complimentary Tickets to RCAC concerts and events
- Downtown location with dedicated employee parking

**HOW TO APPLY**

We would like to give applicants an overview of the process to manage expectations. This role will require an in-person interview and facility tour with the Director-level staff. Interested candidates are encouraged to apply before April 5, 2024. We plan to contact qualified applicants the following week. Our desire is to hire a candidate as soon as possible.

Send application materials to [admin@thedahl.org](mailto:admin@thedahl.org) with "Facilities Manager" in the subject line or [apply via Indeed](#).

**EQUAL OPPORTUNITY:**

Rapid City Arts Council is an equal opportunity employer, providing a professional and positive work environment for all employees.