



## *Vice President of Facilities*

**Department:** Red Cloud Indian School  
**Supervisor:** President  
**Status:** Full-Time  
**Classification:** Exempt

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### **MISSION**

*The mission of Red Cloud Indian School, Inc. (RCIS), a Catholic institution administered by the Jesuits and the Lakota people, is to develop and grow as a vibrant Church, through an education of the mind and spirit that promotes the values of the Lakota culture.*

*RCIS includes two elementary schools, a high school, The Heritage Center, and ten churches on Pine Ridge Indian Reservation in southwestern South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs and practices from the Lakota and Catholic traditions, RCIS aims to educate both the mind and the heart of its students, parishioners, and staff, creating leaders of tomorrow with competence, conscience, and compassion.*

### **Position Summary:**

The Vice President of Facilities is supervised by the President of Red Cloud Indian Schools Inc. The Vice President of Facilities will be responsible for the maintenance, operation, planning, upgrades, and expansion of all physical property including land, utilities, buildings and grounds of the Red Cloud Indian Schools Inc. The incumbent is expected to communicate and ensure understanding of organizational goals to all subordinate staff, Executive Cabinet and Governing Board through reports, special assignments and/or committees.

## **I. DUTIES AND RESPONSIBILITIES:**

### **A. Administrative:**

1. Gathers, organizes and maintains files of schematic diagrams, blueprints, working drawings, repair manuals, operating instructions, and directives pertaining to the physical plant and related supporting structures, systems, and equipment.
2. Develops and maintains a system of records of cost data on all repair, alteration, and construction projects as well as on all preventive maintenance, equipment repair, etc.
3. Develop and implement a maintenance plan and schedule for all utilities, grounds, buildings and building equipment to include predictive, preventative and replacement maintenance specific to the asset with required maintenance, repair and replacement costs for both short and long-term frequencies.
4. Write policies and procedures for the development and sustainability to carry out the maintenance plan.
5. Maintenance plan shall meet or exceed all current code requirements



6. Assess daily work order flow and develop proposals of work projects for preventive maintenance beyond the knowledge, skills or abilities of maintenance staff.
7. Responsible for physical safety of the buildings and grounds.
8. Responsible for correcting all identified safety issues in order of urgency.
9. Develop policies and procedures related to safety including a safety management plan in accordance with state and federal regulatory requirements; to include applicable OSHA and ADA guidelines for schools and public facilities.
10. Ensure safety management plan describes required training needs and operations in the event of a hazard.
11. Oversee and develop maintenance physical asset records, life cycle costs for current assets, budgets, progress reports, deadlines, goals, and objectives related to the short and long-term projects, safety issues, improvements and capital campaigns.
12. Other duties assigned by the President.

**B. Planning, Construction and Renovation:**

1. Oversee all construction, renovation and repairs within the organization.
2. Review requirements in new construction design and specifications.
3. Ensure all construction, renovation and repair projects both minor and major capital projects are identified, prioritized and funded through the Capital Projects Committee, Finance Committee and approved by the Governing Board.
4. Ensure the performance of contracts meet requirements of the statement of work and regulatory requirements.

**C. Public Relations:**

1. Is the point of contact for all physical reviews such as State Fire Marshall inspections, IHS Environmental Health surveys, State OSHA reviews and any other physical inspections.
2. Serves as the focal point for the organization's energy conservation and consumption reports.
3. Ensure collaboration with parishes, schools, and heritage center representatives
4. Represent the organization directly or indirectly while coordinating work efforts with other organizations, exchanging information, discussing equipment requirements with manufacturers, and resolving technical differences often requiring tact, diplomacy and professionalism including; Red Cloud personnel, contractors, manufacturers, engineering and architectural staff of other agencies such as IHS, BIA, Oglala Sioux Tribe, and State of South Dakota in providing supplies/services for projects within the organization.

**D. Supervisory:**

1. Director of Maintenance;  
Responsible for the overall direction, coordination, and evaluation of this position and supervising subordinates. Carries out supervisory responsibilities in accordance with the institution's policies and applicable laws. Responsibilities, through the assistance of subordinate supervisors; to include selecting employees from vacancy announcements; provides new employee orientation, develops individual training plans, establish performance plans, reviews performance plans annually, and completes progressive discipline as needed.

**E. Committees:**

1. Chair the Capital Projects Committee
2. Serves on the Executive Cabinet



3. Serves on Safety Committee
4. Other committees as assigned by President

## II. **POSITION SPECIFICATIONS:**

### **A. Qualifications:**

1. Bachelor Degree
2. Knowledge of intricacies involved in the competent maintenance of the organization gained through specialized experience.
3. Knowledge of all codes and regulations pertinent to the operation of the Red Cloud Indian Schools Inc organization including the engineering concepts, principles, and practices applicable to the design and layout of heating, ventilating, air conditioning, and plumbing used in institutional facilities.
4. Knowledge of civil, structural, and electrical engineering fundamentals.

### **B. Required Skills & Abilities:**

1. Strong interpersonal skills are necessary
2. Computer skills with Microsoft Word, Excel, PowerPoint, and Google.
3. Strong organizational skills with ability to prioritize, work independently and meet deadlines.
4. Excellent skills in oral and written communications.
5. Critical thinking ability to resolve all problems encountered in accordance with policies, previous training, or accepted practices in the facilities engineering field.
6. Required to maintain a current motor vehicle operator's license.

### **C. Physical Requirements:** Ability to sit at a desk and use a personal computer, telephone or other desktop office equipment—70% of work time, walking during field surveys or inspection of projects—20% of work time, bending at the waist and lifting less than 5 lbs.—5% of work time, bending at the waist and lifting 5-15 lbs. 5% of work time.

**Closing Date: Open Until Filled**

**FY 21 Starting Salary Range DOE and Education: \$ 60,000 -100,000**

### **To Apply**

Email or Submit; cover letter, resume and General Application with any supporting documents to:

**Lisa Swallow**, *Director of Human Resources*  
Red Cloud Indian School  
100 Mission Drive  
Pine Ridge, South Dakota 57770  
[lisaswallow@redcloudschool.org](mailto:lisaswallow@redcloudschool.org)  
(605) 867-5491 ext. 2200 – (for message)