



## Building & Grounds Manager Job description

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**Overview:** Responsible for managing all facilities and grounds

**Reports to:** Operations Director

**Classification:** Regular full-time non-exempt

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### Osprey Wilds ([ospreywilds.org](http://ospreywilds.org))

Osprey Wilds is a private, 501(c)(3) non-profit residential environmental learning center and conference & retreat center nestled on the shores of Grindstone Lake in east-central Minnesota.

We are committed to developing an understanding, ethics and responsibility regarding the environment and stewardship through formal and informal teaching that links nature and humans.

### Primary Duties and Responsibilities

#### *Facilities management*

- Ability to operate power tools, landscape tools, and construction tools for work projects
- Maintain and repair buildings and equipment to a high standard
- Ensure that facilities meet government regulations and environmental, health and security standards
- Maintain the whole fleet of vehicles and small engine equipment including, but not limited to, scheduling yearly maintenance and necessary repairs
- Maintain appearance and functionality of property includes but not limited to lawn mowing, trail maintenance, tree removal, snow removal
- Maintain HVAC systems, including filters, yearly inspection and daily temperature monitoring

#### *Leadership*

- Supervise the housekeeping and maintenance staff
- Work with volunteers on projects and improvements
- Plan and lead volunteer work days

#### *Administrative*

- Assist in managing the budget and ensuring cost-effective ways are used in purchases
- Ability to operate a personal computer using standard or customized software applications
- Update and manage facility needs document



## **Additional Duties and Responsibilities**

- Manage maple syrup production
- Educate others on renewable energy
- Train employees and volunteers on facility procedures
- Be an active member on the Building and Grounds committee
- Be an advocate for Osprey Wilds in the local community

## **Minimum Qualifications**

- General carpentry, electrical and plumbing skills
- Heating, ventilation and air conditioning (HVAC) experience
- Small engine knowledge
- Ability to work both individually and collaboratively
- Able to adapt and prioritize day to day needs of the facilities

To apply, please send your cover letter (including your available start and end dates), resume, and three references to: Jill Rudolph, Operations Director, Osprey Wilds Environmental Learning Center Email: [rudolph@ospreywilds.org](mailto:rudolph@ospreywilds.org) Phone: (320) 245-2648 ext. 118