



Buildings Manager Job Description

Osprey Wilds is a private, non-profit 501(c)(3) 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.

The Buildings Manager is a crucial position for our organization. This person will maintain all facilities along with all building's exterior and interior needs.

Responsibilities include but are not limited to:

Facility 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 HVAC systems, including filters, yearly inspection and daily temperature monitoring

Leadership

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

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

Qualifies candidates will have the following:

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



Osprey Wilds

Environmental Learning Center

Benefits:

- Work in a beautiful setting: 780 acres with coniferous and mixed hardwood forest, creek, prairie, and wetland areas, as well as a lake with a beach
- Hourly wage: \$22.00 per hour
- Health (\$5,250 individual/\$10,500 family deductibles), Vision and Dental Plan options
- Life insurance, short-term and long-term disability insurance
- Simple IRA plan with 3% match
- HSA with employer contribution
- Free Employee Assistance Program
- \$300/year for professional development activities
- Made from scratch lunch provided during working hours
- 25% off in our gift shop and 50% off Osprey Wilds programs
- 3 weeks starting PTO with regularly scheduled increases
- 11 Floating Holidays

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 Phone: (320) 245-2648