



Buildings Manager Job Description

Osprey Wilds is a public, 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 pivotal position for continuing our mission. Managing all our buildings is a constantly moving job with never a dull moment.

Responsibilities include but are not limited to:

Facility management

- Responsible for maintenance and repairs on our buildings
- Manage contracted services from the bidding process to the final inspection
- Conduct regular building inspections and prepare reports to ensure that facilities meet government regulations and environmental, health and security standard
- Schedule and manage all necessary inspections and annual maintenance services
- Oversee and monitor security and fire alarm systems

Leadership

- Supervise the housekeeping staff of 2-3 people
- Coordinate volunteers on projects and improvements
- Train employees and volunteers on facility procedures
- Be an active member of 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

Qualified 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: \$24.00 per hour
- Health, 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, 20% off site rentals and 50% off Osprey Wilds programs
- 3 weeks starting PTO with regularly scheduled increases
- Sick and Safe time (48 – 80 hours per year)
- 11 Floating Holidays

To apply, please send your resume or application to: Jill Rudolph, Operations Director

Email: rudolph@ospreywilds.org Phone: (320) 245-2648