



Part-time 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 near Sandstone. Our mission is to instill a connection and commitment to the environment in people of all communities through experiential learning.

The Buildings Manager is a crucial position for continuing our mission. Managing all of our buildings is a constantly evolving job.

Responsibilities include but are not limited to:

Facility management

- Responsible for maintenance and repairs on our 8+ 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

- 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 in a team setting
- Able to adapt and prioritize day to day needs of the facilities
- Flexibility and a positive attitude



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/24 - 32 hours weekly
- Simple IRA plan with 3% match
- Free Employee Assistance Program
- Made from scratch lunch provided during working hours
- 25% off in our gift shop, 20% off site rentals and 50% off Osprey Wilds programs
- Sick and Safe time

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

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