



### 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 an accredited nonprofit outdoor school and conference and retreat center. Our pristine 780 acre campus is situated on picturesque Grindstone Lake in east-Central Minnesota.

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

#### Primary Duties and Responsibilities

##### *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
- Conduct monthly inspections of facilities and their systems
- Maintain HVAC systems, including filters, yearly inspection and daily temperature monitoring
- General knowledge and skills in the following areas: plumbing, electrical and carpentry

##### *Leadership*

- Hire and manage outside contractors and services
- 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

- 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 Qualification

- General carpentry, electrical and plumbing skills
- Heating, ventilation and air conditioning experience



# Osprey Wilds

## Environmental Learning Center

- Small engine knowledge
- Ability to work both individually and collaboratively
- Able to adapt and prioritize day to day needs of the facilities

### **Compensation**

- 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: \$25.00 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 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](mailto:rudolph@ospreywilds.org) Phone: (320) 245-2648 ext. 118