



Title: Site and Facility Manager
Reports to: Executive Director
Status: Full-time
Classification: At-will, exempt

Position Summary:

The Hartley Nature Center Site and Facility Manager is responsible for facility upkeep and improvement. This will include performing general building, outdoor campus, and equipment maintenance, responding to and planning for facility emergencies, creating a routine maintenance program, researching health and safety regulations and implementing a health and safety program, maintaining communications infrastructure, managing workspaces, managing security, facilitating routine testing and inspections, providing custodial oversight, and creating a property management plan.

Hartley Nature Center:

Hartley Nature Center (HNC) is a non-profit environmental learning center located within the 600+ acre city-owned Hartley Park in Duluth, MN. Governed by a board of directors, HNC has a talented and dynamic staff of full and part-time educators and administrative support staff. HNC provides environmental education programs for thousands of children and adults each year. A 5200 sq. ft. building expansion was completed in June 2022 and has allowed Hartley programming to expand.

Duties and Responsibilities:

- Maintain building and building systems, including ventilation, geothermal, and solar.
- Perform basic carpentry, plumbing, and electrical repairs; coordinate with outside and City of Duluth professionals as needed
- Maintain outdoor campus and campus facilities including the yurt, lean-to, pavilion, composting toilets, amphitheater, playscape, sheds, bridges, and boardwalks
- Assist with maintenance of teaching and programming sites
- Create a predictive, reactive, and preventative maintenance program; keep maintenance records and document maintenance processes; respond to maintenance emergencies as needed (may include after-hours emergencies).
- Manage maintenance and utility contracts (gas, electric, sewer, phone, internet, etc.)
- Coordinate and assist with facility rentals and special event preparation and clean-up
- Manage partner lease contracts
- Perform snow and ice removal on walkways, sidewalks, and trails leading to and from the building and outdoor campus. Manage ice dams, and remove snow and ice from roof, solar panels, yurt, and other buildings as necessary
- Coordinate lawn mowing and trimming along trails and walkways; assist with trail maintenance as needed
- Coordinate with the City of Duluth and other park partners on greater park maintenance of park structures and facilities including ski trail maintenance, driveway and parking lot maintenance, dog waste stations, and trail and boardwalk maintenance

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- Test and maintain building security and fire suppression systems, assist with emergency action planning and coordination, coordinate building security and ensure facility meets compliance standards
- Assist with volunteer coordination; schedule group volunteers to help with maintenance projects
- Assist with the maintenance and organization of programming equipment including the Hartley van, canoe trailer, snowshoes, skis, boots, nets, etc.
- Assist with maintenance, cleaning, and organizing of tools (saws, vacuums, pumps, snowblower, trimmer, mower, etc.) and tool storage areas (mezzanine, mechanical room, storage containers)
- Assist with workspace management across all areas of the building (office, exhibit hall, classrooms, bathrooms, etc.) and help facilitate renovations or remodels
- Assist with IT maintenance and projects
- Supervise custodial crew and any seasonal maintenance workers
- Develop, implement, and maintain a written health and safety program following OSHA standards; provide training to all new staff
- Coordinate trash and recycling pick-up and develop and maintain a hazard waste program

Preferred Skills:

- 5+ years of demonstrated experience in operations, facility maintenance, project management, or related field
- Bachelor's degree in facilities management or similar program
- Certified facility manager (CFM) from international facility management association
- OSHA health & safety certification

Essential Qualifications and Requirements:

- Must have high school diploma or GED
- Must pass and maintain all required background checks

Essential Skills & Abilities:

- Experience with electrical, carpentry, plumbing, and HVAC maintenance
- Demonstrated project management experience
- Working knowledge of OSHA and NFPA standards
- Good time management skills; ability to prioritize tasks and manage multiple projects at one time
- High sense of urgency, self-motivated, and task oriented
- Must be a problem solver
- Must be flexible
- Competent writing and communication skills
- Must be able to work as part of a team; ability to communicate and collaborate with people across multiple departments
- Proficient in using Google, including Gmail, Google Docs, and Google Drive
- Must be reliable, punctual, and have a record of regular attendance
- Must be able to demonstrate a positive and flexible attitude towards co-workers, children, parents, and visitors

Work Environment and Physical Demands:

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- Will work indoors or outdoors in variable climate conditions (hot, cold, dry, wet, windy)
- Must be able to lift up to 50 lbs. routinely
- Must be able to climb ladders
- Must be able to actively move for up to 8 hours per day
- Must be able to work around children
- Must be able to occasionally hike up to 1 mile or more

Hours and Benefits:

- *Status:* At-will, full-time, exempt
- *Title and Compensation:* Site & Facility Manager, \$40,000 annually (less state and federal withholding)
- *Hours:* Average 40 hours/week
- *Benefits:* Paid vacation and sick time; up to 3% match on Simple IRA; flexible schedule; priority registration for preschool and camp programs; discounts on preschool and camp programs
- *Reports to:* Executive Director

Hartley is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, creed, sexual orientation/identity/expression, marital status or familial status.