Facilities Manager

Northern Bedrock Historic Preservation Corps seeks a multifaceted Facilities Manager to join our team. The Facilities Manager will be responsible for the management of two historic sites and will be integral in developing and managing a holistic Historic Preservation Training facility.

Responsibilities include developing and implementing preventative maintenance plans for two historic sites, collaboratively envisioning and developing a historic preservation training facility, maintaining positive working relationships with vendors, contractors, and tenants, training volunteers and community members on tool safety and trade skills, and prioritizing a safe work environment.

This is a full-time, year-round, exempt position reporting to the Executive Director. This position requires in-person work at our office in Duluth, MN. The schedule is typically Monday-Friday; weekend, after-hour, and on-call shifts are scheduled as necessary.

Compensation:
Salary: $47,000 to $57,000 annually; commensurate with experience
Benefits: Health Insurance, Dental Insurance, Generous PTO, Long-term Disability, Life Insurance, IRA matching up to 3%

60% - Facilities Management

- Ensure the day-to-day operations of the facility(ies), including custodial, life-safety, and general maintenance, are implemented and carried out consistent with Northern Bedrock policies and preservation standards.
- Supervise all maintenance programs relating to the interior and exterior conditions and appearance of the properties, perform tasks as needed
- Use and maintain hand tools commonly used during facility grounds and maintenance activities such as hammers, drills and drivers, miter, chop, and table saws, axe, hand tools, lopping shears
- Manage contracted services, such as pest management, snow removal, and lawn care
- Ensure all site-specific documentation and reports are completed accurately and on time
- Working with Project Manager, maintain files of warranties, records, licenses, inspections, service agreements, and contracts for various pieces of equipment.
• Help develop a yearly budget for maintenance and special projects

**Halfway Ranger Station Historic District (Ely, MN):**
  • Working with Project and Program Manager, train Corpsmembers and Crew Leaders on preventative maintenance projects
  • Collaboratively develop capital improvement projects, manage projects as assigned
  • Maintain financial records to support grant documentation

**Morgan Park Property (Duluth, MN):**
  • Working with Executive Director, develop and implement site management policies and schedules, perform tasks as needed
  • Work with members of AmeriCorps programming team to develop and maintain on-site training materials for trades training – such as masonry, carpentry, log structure, timber framing, and window restoration
  • Work with Executive Director and tenants to prioritize and address maintenance concerns

**Workshop Management 20%:**
  • Working with Executive Director, work to develop and maintain community workshop space open to public and tenants
  • Working with Executive Director, develop and implement community workshop policies and safety protocols
  • Ensure all equipment is working correctly; equipment is clearly marked when unavailable or out of order
  • Coordinate after-hours access as needed
  • Maintain all maintenance records

**Technical Instruction 10%:**
  • Provide job site preservation trades instruction and supervision on a variety of trade skills and equipment, such as carpentry, masonry, roofing, and tool maintenance
  • Working with the AmeriCorps programming team, identify times for leading in-field project support and training, will include overnight travel and camping
  • Commitment to advancing Northern Bedrock’s in-house technical skills knowledge

**Communication 10%:**
  • Maintain consistent and effective communication with all NBHPC team members
  • Maintain consistent and proactive communication with tenants, contractors, and volunteers
Serve as organizational representative/ambassador to the public when interacting with volunteers, community members, technical specialists, project hosts, and the media
Commit to active participation in a highly effective team at NBHPC

Other duties as assigned.

Travel Requirements:
The Facilities Manager travels to sites as needed for project development and maintenance projects. This includes travel by car throughout the service area. Work vehicles and rental cars are provided as necessary.
Travel is confirmed and communicated as far in advance as possible. The Facilities Manager’s schedule is taken into consideration when planning projects and travel dates.

Qualifications:
Commitment to and awareness of workplace safety and risk management strategies
Ability to reliably commute to our office in Duluth, MN
Familiarity with Section 106 and Historic Preservation Briefs
Familiarity with and appreciation for Minnesota’s historic preservation efforts, culture, and places.
Knowledge of general maintenance methods, operating requirements, and safety precautions related to facilities management
Organizational, time management, and planning skills.
Strong commitment to respecting folks learning trades and craft skills.
Proficient in Google Suite (docs, sheets, forms), familiarity with tool inventory platforms and Eris product suite.
Demonstrated experience in the following trades, experience may be paid or volunteer:
  - **Carpentry** - performs repairs to buildings and quarters. Constructs, installs, repairs, and replaces items such as doors, shelves, supply racks, hardware, frame structures, windows, trim, and cabinets.
  - **Masonry** - maintenance, repair, and/or stabilization of historic sites built of stone and mortar.
  - **Custodial/Laborer** - Performs custodial duties of cleaning buildings, offices, empties trash, and cleans and waxes a variety of floors.
  - **Motor Vehicle** - Operates and performs operator maintenance on cars, trucks, and/or van. Utilizes motor vehicles to pick up supplies and transport materials to and from work sites.
Valid driver’s license and ability to pass criminal background and motor vehicle record check. “Pass” means no major moving violations or DUIs in the past five years.
years, no positive hits on the NSOPW (the Dru Sjodin National Sex Offender Public Website), and no history of violent offenses or crimes of dishonesty.

Preferred Qualifications:
- BSc/BA in facility management, engineering, business administration or relevant field
- Proven experience as a facilities manager or relevant position
- Proven experience providing hands-on trades instruction

Work Environment:
CONSTANT: Near and mid-range vision; depth perception; field of vision; visual accommodation; color vision; talk/speak; walk on uneven or steep terrain; walk and work inside. FREQUENT: Lift and carry up to 25 pounds; far vision; hear; bend neck; climb stairs; feel; use fingers; grasp; handle; move about; reach; reach above shoulder; rotate neck; sit; stand; stoop/bend; twist at waist; turn wrists; extreme temperatures and noise; and work with or around others. OCCASIONAL: Lift and carry up to 50 pounds; climb ladders or scaffolding; crawl; crouch; kneel; maintain posture; squat; static neck position; exposure to weather; extreme wet or humid conditions; vibration; elevated or slippery surfaces; moving objects; work alone; shift work; extended days and driving.

Northern Bedrock is an equal opportunity employer and offers all persons the benefit of participating in its programs and employment regardless of race, color, creed, religion, national origin, sex, marital status, familial status, public assistance, age, disability, sexual orientation, and/or membership in local human rights activities.

To Apply: Email your resume, cover, and three professional references to admin@northernbedrockcorps.org. Please include “Facilities Manager” in the subject line. This position will remain open until filled. The selection process will begin on October 27th, 2023.

To learn more about Northern Bedrock, please visit our website at www.northernbedrockcorps.org.