

ORGANIZATIONAL OVERVIEW

One Heartland Inc. is a summer camp for young people looking for a community who celebrates and appreciates them for who they are. Our Camp True Colors program serves youth who are part of the LGBTQ+ community, our Camp Heartland program serves youth affected by HIV/AIDS, and our Camp Northstar program serves youth experiencing housing instability. Founded in 1993 by a student at the University of Madison Wisconsin we became a nonprofit that same year traveling around the Midwest renting camp sites until we purchased our own property in 1996 in Willow River, MN. Today, One Heartland is the largest camp for LGBTQ+ youth in the United States.

Facility Manager

Job Summary:

The Facilities Manager is responsible for planning and coordinating the development, maintenance, and repair of the One Heartland Center's buildings, grounds, equipment, and other facilities, and oversight of the kitchen consistent with the mission and established policies and procedures of One Heartland.

Responsibilities

Facilities: Responsible for the development and implementation of a maintenance management system (prevention, correction, and construction)

- Responsible for making sure each rental group has a positive experience in conjunction with program staff.
- Ensure all One Heartland Center buildings and the site are maintained structurally and aesthetically, including but not limited to sweeping, scrubbing and waxing of floors, washing windows and screens, repairs as needed, shovel snow, and trash removal.
- Implement system for regular maintenance and upkeep of camp buildings and grounds, including routine duties such as mowing, painting, pest control, etc.
- Oversee the purchase, use, and care of all maintenance equipment and supplies.

- Work to facilitate the bidding process, hiring and scheduling of routine maintenance and vendor contracts on equipment and services including trash removal, recycling, sewer, water, etc.
- Manage natural resources of the camp including forest and water quality management to ensure protection and proper utilizations occurs.
- Take action to ensure safety through training, policies, procedures, and examples.
- Ensure capital, improvement and renovation projects are presented for approval by the Executive Director and/or One Heartland's Board of Directors.
- Ensure all facility office space needs are met in a timely manner.
- Is accountable for completion and quality of all maintenance projects.
- Enforce all facility policies and procedures; proposes new facility policies/procedures in writing, as needed.
- Maintain pool upkeep including daily checks and needed maintenance.

Management - Supervise, train, and coordinate staff engaged in maintenance, kitchen, housekeeping, and improvement of the camp's buildings, equipment, and other facilities.

- Train kitchen staff; evaluate maintenance/kitchen staff in conjunction with the Program Director.
- Train camp staff in their maintenance/kitchen responsibilities.
- Train and supervise camp staff in the use of camp equipment including maintenance, kitchen, and program equipment as appropriate.
- Plan and assign work projects and schedules to maintenance/kitchen staff/volunteers.
- Supervise work, review assignments, and effectiveness of maintenance, kitchen, staff, and volunteers.
- Evaluate individual performance.

- Is responsible for planning and managing volunteers for light maintenance, housekeeping, or construction work.

- Works directly with service groups, volunteer groups, and all other volunteer programs.

Financial:

- Monitor expenditures to ensure compliance with budget.

- Purchase equipment and supplies; maintain appropriate records and inventory.

- Assist with promoting facility rentals and revenue.

Safety: Perform all duties in accordance with prescribed regulatory compliance guidelines, including local, state, and federal guidelines as well as American Camp Association accreditation standards.

- Respond to emergencies at facility.

- Responsible for obtaining appropriate licenses, permits, approvals from local and state regulatory agencies.

- Conduct initial and end-of-season inventory.

- Store equipment for safety.

- Develop a schedule for checking the facility and its equipment for safety, cleanliness, and good repair.

- Ensures all ACA Facility standards are maintained year-round. Assists with ACA site visit.

General

- Assist in long range planning for the camp and its agency.

- Assist in representing the camp to local businesses and other related camp groups.

- Take action to ensure the security of the facility when on and off site.

- Facilitate clear communication to and between facility and other One Heartland staff members.
- Communicate and educate One Heartland staff, and others, regarding relevant building, health, and industry codes.
- Work with One Heartland Staff providing leadership with facility issues.

Qualifications and Ideal Traits:

1. Must be able to obtain Certified Pool Operators license.
2. High school diploma or greater degree.
3. Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact, and diplomacy.
4. Analytical ability is required to gather and summarize data for reports, find solutions to various problems, and prioritize work.
5. This position requires working knowledge in areas of engineering, painting, carpentry, building construction, electrical wiring and controls, plumbing, water and sewage treatment, proper chemical storage and usage, grounds keeping, vehicle and machinery operation, including maintenance.
6. Proficiency in safe and proper use of power equipment and tools, heavy and light machinery, and building materials.
7. Must embrace, always support, and reflect well on One Heartland's mission and values through one's professional responsibilities and behavior.
8. Proven expertise in developing and maintaining positive relationships with diverse individuals, including, leadership volunteers, as well as internal stakeholders and leadership.
9. Excellent problem solving, think strategically and creatively, and take initiative with good follow through.
10. Able to work independently in a fast-paced environment without extensive admin support.

11. Must have a valid driver's license.

12. Must be able to lift 50lbs.

Job Type: Full-time

Salary: \$45,000.00 - \$55,000.00 per year