

Wolf Ridge Environmental Learning Center

Job Description

Job Title: Facilities Assistant

Department: Operations

Reports To: Maintenance Supervisor

FLSA Status: Non-Exempt, hourly

Prepared By: Operations Director

Prepared Date: November 21, 2025

Approved By: Peter Smerud

Approved Date: 11-26-2025

Summary: This position assists in the operation, repair, and maintenance of Wolf Ridge buildings, grounds, and other assets. This includes providing general assistance and cross-functional support as needed and directed across other Operations areas—Dining, Custodial, Store, Office, and/or Farm. Work will also support the Program Team. Work areas include all campus buildings and related systems, roadways, vehicles, trails, Lake Superior site, and general construction and repair projects.

1) ESSENTIAL DUTIES, RESPONSIBILITIES AND SKILLS

The nature of this position is intentionally broad. The individual's essential duties will be from among many or all of these areas based on need and skills:

- Conducts maintenance and repair of buildings and building systems, including carpentry, mechanical, electrical, and plumbing and all associated building infrastructure.
- Maintains grounds including landscaping, tree & brush removal, paver and gravel pathways, snow removal, lawn care, road and trail maintenance, etc.
- Assists in operation, maintenance, and repair of equipment and vehicles such as cars, vans, light and heavy duty trucks, trailers, grader, skid steer, plows and snowblowers, mowers, trimmers and leaf blowers, ATVs, snowmobiles, etc.
- Builds, constructs, and/or assists in on-site construction projects that support Wolf Ridge programs or benefit operations (trail stairways, road/trail signage, decks, firewood sheds, trail/classroom shelters, signage, site furnishings, displays, etc.).
- Follows maintenance duties outlined in owner and maintenance manuals.
- Follow safety protocols as designated by manufacturers and/or Wolf Ridge.
- Safely operates a variety of power and hand tools, and assists in repair and maintenance of the tools.

- Cleans snow and debris from road and walkways, both with equipment and by hand. Mows and weed whips lawns and roadside areas and maintains parking areas.
- Assists as needed in functions of the cleaning of the campus buildings. Dusts, vacuums, mops, and scrubs all rooms, common areas, hallways, and bathrooms. Cleans and sorts laundry, washes windows, empties trash and recycling containers, and restocks supplies.
- Assists as needed in functions of other Wolf Ridge Operations areas including Dining Services, the Farm, Store, and/or Office. Provide support to the Program Team, particularly with trails and educational sites and resources.
- Position is subject to off-hours calls and/or overtime, shared with other staff, for emergencies, severe weather, repairs, or for gaining access to campus. Occasional weekends are required to meet operational and programming demands.
- Other duties as assigned.

2) SUPERVISORY STATUS

This position has no supervisory duties unless an occasional project requires supervision of work with volunteers or similar temporary personnel.

3) PERFORMANCE EXPECTATIONS

To perform this job successfully, an individual should demonstrate the following competencies and skills:

Punctuality, Reliability and Performance - Reliably responds to work needs and conditions, shows up for work on time, consistently meets or exceeds performance expectations and job demands.

Analytical Skills - Ability to read and interpret documents such as operating and maintenance manuals.

Problem Solving - Works well in individual or group problem solving situations and exhibits creativity when searching for solutions. Able to deal with unexpected events and meet challenges with resourcefulness and creativity.

Task Management - Prioritizes and plans work activities; completes projects on time and within approved budget; uses time efficiently; works diligently to accomplish duties while looking for ways to improve quality of work.

Customer Service - Responds promptly to customer needs, inquiries and requests for assistance. Demonstrates respect for diversity when interacting with customers; exhibits behavior appropriate to working with children and adults.

Teamwork - Shares expertise with others; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.

Professionalism - Works regularly in the presence of children and considers all actions relative to that audience. Uses appropriate language and treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments. Exhibits an overall positive, "can-do" attitude toward work. Promotes a trusting, friendly, and collaborative working atmosphere.

Organizational Support - Follows employee policies and procedures; attends staff meetings as appropriate; supports organization's goals and values; develops and implements cost saving measures and conserves organizational resources as opportunities arise; ensures work responsibilities are covered when absent; responds to management direction.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Safety - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

4) EDUCATION AND EXPERIENCE

High school diploma or GED plus at least one year of related experience or training. Preference for college degree and/or advanced technical training and/or certifications.

5) OTHER QUALIFICATIONS

Language and Math Skills

Full professional proficiency in English. Ability to read and interpret reports and correspondence; ability to read and understand operating and maintenance manuals and safety rules; ability to subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratios and percentages and to interpret graphs.

Other Skills and Abilities

Broad, diverse, and versatile skillset across multiple areas. Ability to operate a wide variety of mechanical equipment and hand and power tools and equipment. Demonstrated mechanical and maintenance skills and abilities.

Certificates, Licenses, Registrations, Screenings

Required: Valid Driver's License. Additional certifications are valued. Satisfactory Background Screening required.

6) PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The broad and diverse nature of this position encompass a wide range of physical requirements, some of which can be very demanding. The employee is regularly required to stand and walk; use hands and fingers; reach with hands and arms repetitively in all directions; balance, stoop, kneel, crouch, or crawl; climb stairs; and might require scaling ladders/scaffolding to significant heights.

The individual must regularly and repetitively lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds (examples: shoveling and snow removal, trail clearing, lifting or operating equipment, etc.).

7) WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee works across all campus spaces and work environments from quiet office areas to dynamic and potentially dangerous ones. This can involve being near moving mechanical parts, operating potentially dangerous equipment, working in high places, and being outside in all weather conditions of northeastern MN (cold, snow, rain, heat, insects). Employee can be exposed to cleaning solutions, hot stoves and hot liquids, cold freezers, and sharp utensils. Some job tasks require standing for long periods of time. Employees use personal protective equipment while potentially exposed to fumes or airborne particles and occasionally exposed to caustic chemicals. Noise level in the work environment varies from quiet to loud levels. Employee regularly works in the presence of young children, often in large groups.