



## North Bay Trading Co. Property Care and Maintenance Manager



### ABOUT THE COMPANY:

Through our website and Amazon, we sell wholesome shelf-stable food to health-conscious retail and commercial customers. Selling under the brands North Bay Trading Co. and Thousand Lakes, our main products include Wild Rice, Soup Mixes, Beans, Lentils, Freeze Dried Fruit and Vegetables, and Air-Dried Vegetables. As a local, family-owned company, we enjoy the small-town feel (in the great outdoors). As a business that sells nationwide, we also enjoy the fast-paced, entrepreneurial nature of a growing corporation. Truly the best of both worlds.

Our Culture and Employee Fit are both very important to our success. Please read more about us on our website at [northbaytrading.com/about-north-bay-trading](http://northbaytrading.com/about-north-bay-trading) and [northbaytrading.com/jobs](http://northbaytrading.com/jobs). If you truly feel that we are a great match, look at the job description below, and our current job openings on our website.

This is an at-will non-exempt position. Depending upon the final job offer, this position will require a minimum of 30 to 40 hours per week. Eligible employees receive paid time off, holiday pay, simple IRA match, HSA account contributions, and possible discretionary bonus. Additional work hours may also be required as requested by the Company.

This position will be subject to all policies in the Company's' Employee Handbook and Employment Agreements, Confidentiality and Non-Disclosure Agreements, or similar employment agreements (copies available on request).

### ABOUT THE POSITION:

**Job title:** Property Care and Maintenance Manager for Applewood Property Care LLC, a business unit that works in cooperation with North Bay Trading Company.

**Job Classification:** Non-exempt, Full time (30-40 hours/week, 3-5 days per week); Regular

#### **Duties/Essential Functions:**

This position manages and performs property care activities and basic landscape work. The right candidate will be experienced and capable of performing building and grounds maintenance activities using common tools and landscaping machinery.

#### **Physical Requirements:**

This position requires the physical ability to sit up to 8 hours per day, stand as necessary to perform maintenance activities up to 8 hours per day, and lift up to 50 pounds or more, plus work both indoors and outdoors, as needed, throughout the entire calendar year to manage and/or perform buildings and ground maintenance activities.

**Compensation:** \$22 to \$41/Hour. Hourly wage will be commensurate with skills and experience. Eligible employees receive paid time off, holiday pay, simple IRA match, and may receive Health Savings Account (HSA) contributions.

#### **Property Management and Maintenance Activities of Position**

- Manage day-to-day operations of the property care business unit.
- Participate in hiring and supervising additional staff to meet customer demands.

- Estimate work efforts with written communications to project owners.
- Record work performed and participate in invoicing activities.
- Manage positive project results and profitability.
- Be the primary phone and email contact for activities related to property care using Company issued equipment.
- Work in a team fashion with North Bay Trading Co staff to receive admin business support (payroll, insurance, sending/receiving mail, website, etc.)
- Clear snow from driveways and parking lots using a wheel loader, skid steer, and pick-up truck.
- Perform wintertime maintenance of trails using snowmobile, grooming implements, and snowcat.
- Perform off road assistance and recovery work within equipment capabilities (for example assist machines broken or stuck on remote trails).
- Perform summertime yard and trail maintenance including cutting grass, shrubs, and trees using mowers and power tools including chainsaw.
- Repair and regrade yards, driveways, and trails.
- Perform basic carpentry tasks for general repairs or improvements (repair decks, replace boards, etc.).
- Perform miscellaneous handyman work, including:
  - Fix plumbing leaks and clogs. Replace fixtures as needed.
  - Replace light bulbs and electrical fixtures as needed.
  - Repair door latches and seals.
  - Perform exterior washing, staining, and painting.
  - Source project materials and supplies.
- Hire and supervise approved service providers as needed for specialized home repairs (HVAC, Electrical, Appliance Repair, Roofing, etc.)
- Perform basic equipment maintenance including checking/changing fluids, sharpening blades, maintaining tires, and applying grease.
- Coordinate advanced machinery and vehicle repairs with approved service providers.
- Propose new equipment and tool purchases for management approval.
- Transport equipment and tools between jobs and service centers (Company provides pickup truck, trailers, and tools.)
- Operate backup generators during power outages. Exercise backup generators periodically.
- Keep the Company shop well stocked with supplies and organized. Keep vehicles and equipment clean. Pressure wash undercarriages as needed.
- Document maintenance on work order forms and maintenance logs as requested. Maintain written work instructions when appropriate.
- Backfill NBT staff as needed to load/unload pallets on semi-trucks using a wheel loader or skid steer.
- Other tasks as assigned by the President.

### **Requirements/Qualifications**

- Machine Operator skills (Wheel loader, track loader, skid steer, bulldozer, snowmobile, side by side, and snowcat)
- Chainsaw experience including certified training.
- CDL is not required but a bonus qualification.
- Very good with verbal and written communication.
- Good customer service skills.

- Confidentiality: Will not unnecessarily disclose details about customers, properties, and projects to other people in the community without the President's approval to do so. In other words, assume and respect customer confidentiality.
- Attention to detail, highly organized, and meticulous about quality and efficiency.
- Basic machine maintenance skills, basic carpentry skills, and basic plumbing skills.
- Will use Company laptop for email and recording time on the jobs.
- Will follow food safety requirements, good hygiene, and wear appropriate personal safety gear.
- Will work in safe fashion to protect self and others from injury.
- No conditions of communicable disease which present a food safety risk at North Bay Trading Co.
- Work will be based in the Brule, WI area.

**Compensation and Schedule:**

- Pay will be in the range of \$22 - 41/hour depending upon qualifications, W-2 employee status, and eligibility to participate in all applicable benefits.
- A 4/10 or 3/10 schedule is possible where work is done 10 hours per day for three/four days over a seven-day cycle when staffing levels and schedules allow the business to be fully operational five days per week (7:30am - 4:00pm). However, the Company shall be 100% staffed on days involving inventory count exercises, third-party audits, or other days as determined by Management.
- Depending upon the final job offer: A 30 - 40 hour per week minimum commitment with more required work at times as needed or offered. Work in excess of 40 hours per week must be approved in advance in writing by the President. The failure to obtain advance approval of overtime may result in discipline, up to termination. All work in a workweek in excess of 40 hours will be paid at one-and-one-half (1 1/2) times the current regular hourly rate.
- Available "on-call" as needed (for example business interruption from snowstorm or power failure).
- Work hours are flexible, determined based on projects, and must be approved by the President.
- Compensation for "hours worked" will be paid pursuant to the federal and state laws and regulations in effect at the time of the work.

**Contact:** If what you've read so far is exciting and you have the qualifications and abilities to perform the essential functions of the job, please email us at [hr@northbaytrading.com](mailto:hr@northbaytrading.com) and include the job title Property Care and Maintenance Manager in the subject line.