



# Anderson

CENTER AT TOWER VIEW

## **Maintenance Supervisor**

The Anderson Center at Tower View seeks a detail-oriented individual with a strong sense of personal initiative to join its Property Management team as a Maintenance Supervisor. This role reports to the Property & Finance Director.

Take pride in your work as you steward the distinctive interior spaces of historic buildings on the Tower View campus, a creative refuge for visitors and artists from near and far. Be an essential part of a dynamic arts organization that regularly hosts events, workshops, and artist residencies, as well as a busy calendar of rental gatherings. Support the Red Wing area community by providing core services to Anderson Center tenants, including the Tower View Alternative School and local artists who rent year-round studio space.

The Maintenance Supervisor role focuses on facilities and grounds work, including preventive maintenance and repairs related to buildings, as well as grounds work such as mowing and weed trimming, and event setup. Additional information is shown below.

- 30-40 hours per week, based on qualifications and interest
- Monday – Friday, with occasional evening or weekend work
- \$23-27/hour starting wage based on qualifications and experience with opportunities for performance-based bonuses
- Benefits include Paid Time Off, Holidays, Safe and Sick Time, and a Health Care Stipend

To apply, submit a cover letter and resume to Property & Finance Director Joe Loer by emailing [joe@andersoncenter.org](mailto:joe@andersoncenter.org)

Priority will be given to applications received by Friday, August 29. A background check will be conducted for selected applicant.

*The complete job description continues below. Job description updated August 5, 2025.*

### **Supervision – 10%**

The Maintenance Supervisor has primary responsibility for supervising the Property Staff, including Custodian, Property Assistants, and Seasonal Grounds hires. Supervision includes providing clear information on daily tasks and priorities for these staff. Supervision also includes performance reviews and disciplinary action. The position also has primary responsibility for

ensuring that adequate and safe equipment and materials are available for all property management tasks and staff.

### **Facilities Maintenance – 50%**

The Maintenance Supervisor will identify repair and maintenance needs. The position will complete preventive maintenance and repairs, assist other maintenance personnel as needed, and coordinate contractors for detailed work as necessary. Preventive maintenance includes: equipment servicing such as filter changes and cleaning; painting indoors and outdoors; and scheduling inspections. Repairs include addressing problems with facility operations and equipment, and coordinating with outside contractors for carpentry, plumbing, or electrical work. Occasional evening or weekend work is required in urgent situations.

### **Grounds Maintenance – 25%**

The Maintenance Supervisor will identify grounds maintenance needs and complete grounds maintenance work, including lawn mowing, trimming weeds, leaf removal, picking up debris such as branches, and snow removal using snowblowers and shovels. Snow removal of parking lots and roads will be conducted by a contractor coordinated by the Maintenance Supervisor. During peak times, the Anderson Center may hire seasonal help for these tasks.

### **Custodian – 5%**

Though the Anderson Center has a Custodian, when needed, the Maintenance Supervisor will help with custodial work, which includes the bathrooms, entrances, hallways, galleries, offices, classrooms, kitchens, cafeteria, lodging, meeting and event spaces, and adjacent outside areas. Duties include vacuuming, sweeping, and mopping floors; cleaning and stocking restrooms; dusting and washing surfaces; washing linens; and emptying trash.

### **Events – 10%**

The Maintenance Supervisor plays a key role in the Anderson Center's ability to host and present events by setting up and tearing down tables, chairs, technical equipment, tents, and related equipment for events, as well as cleaning up buildings and grounds following events. Occasional evening or weekend work is required for this responsibility.

### **Other Information**

There will be other duties as assigned, and this position requires occasional weekend hours for events. The Anderson Center strives to create an inclusive and welcoming organization and community. We value equity, hospitality, and community, and invite applications from people with a wide range of professional and lived experiences. Employee will sign and adhere to the Code of Conduct.

### **Necessary Qualifications and Abilities**

- Reliability and integrity
- Excellent problem-solving skills
- Excellent communication skills
- Two years prior experience in building and/or grounds maintenance

- Ability to work both independently and with a team
- Strong work ethic and ability to manage time efficiently
- Ability to communicate with supervisor, staff, and contractors, and adjust to changing priorities
- Perform typical maintenance, grounds, and custodial duties (stand, walk, bend, stoop, twist, and turn frequently), perform repetitive arm movements required for cleaning procedures, and navigate a historic campus, including ramps, stairs, and outdoor terrain
- Lift 50 pounds, ascend ladders
- Understand, implement, and enforce OSHA regulations and safety best practices regarding typical maintenance, grounds management, and custodial equipment, materials, and solutions
- Valid Minnesota or Wisconsin driver's license
- Basic computer skills
  - Email
  - Microsoft Office software

### **Desired Qualifications**

- Experience working with diverse groups of people
- Experience with or interest in energy efficiency or sustainable grounds management
- Interest or experience working in the arts or historic preservation
- Experience with basic carpentry, HVAC maintenance, and/or plumbing

### **About the Anderson Center at Tower View**

Anderson Center is a rare, rural oasis, a place that celebrates the imagination and supports the development of new arts and ideas through residencies, studios, and public engagement. We actively manage 15 buildings, including 8 that are on the National Register of Historic Places, and steward a total of 350 acres.

The Historic Tower View Site is a beautiful property just off Highway 61 in Red Wing that overlooks the Cannon River Valley. We're a small team of hardworking people with broad skillsets committed to a positive work environment where everyone is treated with respect.

Anderson Center is an equal opportunity employer and forbids discrimination on the basis of race, color, religion, sex, national origin, age, veteran status, or disability. Hiring decisions are based on job-related qualifications and abilities. All employees help maintain a supportive environment for artists, students, visitors, and staff from a wide range of backgrounds, and are required to sign a Code of Conduct agreement.