



#### ORGANIZATION

The Wildlands Conservancy (TWC) is a private nonprofit public benefit organization whose mission is to preserve the beauty and biodiversity of the earth and to provide programs so that children may know the wonder and joy of nature.

#### LOCATION

Eel River Estuary Preserve, located in Ferndale, CA and Seawood Cape Preserve, located in Trinidad, CA. The Preserves are currently open to the public by reservation.

#### THE POSITION

Performs land stewardship, public contact, maintenance, and habitat restoration.

#### ESSENTIAL FUNCTIONS

Repair and maintain buildings, facilities, roads, trails, water systems, equipment (weed eaters, tractors, mowers, vehicles, generators, etc.), and appropriate fences and gates. Performs janitorial work in buildings and restrooms.

Keeps all areas clean and orderly; monitors and controls inventory of tools and equipment. Operates and maintains equipment and vehicles in a safe manner. Follows proper safety standards, practices, and procedures at all times.

Helps with trash/recycling and reducing animal/natural damage to grounds and facilities.

Takes care of equipment and materials used in work assignments.

Landscaping and grounds maintenance work; mowing, removing weeds, planting and trimming trees, bushes, and plants as directed.

Operates and maintains a variety of hand and power tools (tractor, lawn mowers, chain saw, weed whacker, hedge trimmer, leaf blower, power drill, etc.)

Effectively relate TWC's mission to the general public and interact positively with visitors, residents, and community groups. Greets visitors, provides access and other information to the general public, ensures their safety, and enforces Preserve rules and regulations. Engages visitors to sign up for our [Behold the Beauty Association](#). Leads tours for the public, school groups and stewardship days.

Demonstrates good people and communication skills, works cooperatively with others and effectively deals with difficult behavior or confrontational situations using the authority of the resource techniques.

Inspects grounds for hazards and conducts security and safety checks on premises.

Maintains game cameras and conducts biological/geographical surveys.

May assist with contractor oversight and inspection of buildings and facilities for needed repairs.

Assists other staff with complex/heavy tasks that require more than one person to perform safely and efficiently (emergency plumbing, chainsaw swamping, heavy equipment and vehicle maintenance/oil changes, water system fixes, gutter cleaning, chimney sweeping, invasive species removal, firewood processing and forest thinning.

Is willing and able to work independently.

Provides detailed organization for equipment barn/warehouse, tools, and cleaning supplies.

Performs other duties relating to land stewardship as assigned.

#### QUALIFICATIONS

- Passionate about the outdoors and engaging with the public, have a personal dedication to environmental conservation and education.
- Ability to operate a motor vehicle, valid Driver's License, and ability to be insured under TWC's auto insurance policy per the Driver Acceptability Standards.
- Ability to operate heavy machinery (tractor, backhoe, etc.).
- Pass Live Scan criminal history background check, physical, and drug screen (post-job offer).

## COMPETENCY REQUIREMENT

- Grounds equipment operation and maintenance procedures. Water and irrigation system maintenance procedures.
- Excellent communication skills. Handle difficult staff/public behavior effectively and with discretion.
- Demonstrate effective use of leadership and decision-making techniques. Work with minimal direct supervision.
- Use basic computer applications; online timekeeping system, e-mail, and Google G-suite.
- Familiarity with endangered species and habitats of the Region. Principles of ecology and natural history of California.

## PHYSICAL DEMANDS

- Perform strenuous work outdoors in all weather conditions, and at a variety of altitudes.
- Walk a minimum of six miles on uneven terrain. Lift, carry, pull and push a minimum of 50 pounds. Perform routine standing, sitting, reaching, bending, kneeling, speaking, hearing, seeing, and operating a motor vehicle; perform standard work functions such as typing, learning, speaking on the radio, telephone, and in person.
- Perform janitorial, carpentry, light plumbing and electrical, and mechanical maintenance and equipment repair duties.
- Perform all landscape maintenance tasks including operating weed eaters and mowers; weed, rake, shovel, dig; maintain water systems.
- Competently and safely operate 4x4 vehicles and towing trailers in various weather and road conditions.

## CLASSIFICATION

Non-exempt, part-time, 24 hours per week with fluctuations dependent on organizational needs. Benefits include paid sick, bereavement, jury duty leave, 401k with 3% match, employee assistance program (EAP), and access to Wildlands amenities. *In accordance with California's pay transparency requirements, the pay scale for the position is \$20.00-\$24.00 an hour.*

## EQUAL EMPLOYMENT OPPORTUNITY

The Wildlands Conservancy is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of unlawful harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, reproductive health decision-making, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, off-duty and off-premises use of cannabis, or any other status protected by federal, state, or local laws. The Wildlands Conservancy is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

## AT-WILL EMPLOYMENT

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Employment with The Wildlands Conservancy is on an "at-will" basis. This means employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect an employees right to leave Wildlands at any time, with or without notice and with or without cause. Additionally, the terms of employment at TWC, including but not limited to, promotion, demotion, discipline, transfer, compensation, benefits, duties, and location of work may be changed by Wildlands at any time, with or without notice, and for any or for no reason. Nothing in this document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment or interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

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## HOW TO APPLY

To be considered for this position email your cover letter expressing why you make the ideal candidate along with your resume to [jobs@wildlandsconservancy.org](mailto:jobs@wildlandsconservancy.org).