



ORGANIZATION

The Wildlands Conservancy (TWC) is a private nonprofit public benefit organization dedicated 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

The Oak Glen Preserve, a 783-acre nature preserve located in Oak Glen, CA.

THE POSITION

Performs land stewardship, maintenance, public contact, and habitat restoration. Maintains and improves structures, trails and picnic areas; maintains equipment, vehicles, irrigation, and water systems; and promotes safety awareness among the public and staff.

Establishes and maintains positive professional relationships with local residents, community groups, educational and business entities; explains the dual mission of TWC; coordinates, promotes and facilitates volunteer programs for land stewardship, and outdoor education opportunities for programs at the San Bernardino Mountains preserves. Primarily an outdoor position working in all weather conditions that require regular and punctual attendance and potentially weekend work as well.

ESSENTIAL FUNCTIONS

Landscaping and grounds maintenance work: mowing, manually removing weeds, weed whipping, leaf blowing and removal, planting trees and native plants as directed. Trimming trees, chainsawing and chipping downed limbs. Assists in construction/landscaping of new facilities, picnic areas, native nursery and trails.

Repair and maintain buildings, facilities, roads, irrigation systems, power equipment (weed eaters, mowers, chainsaws, vehicles, generators, etc.), and appropriate fences and gates. Performs janitorial work in buildings and restrooms. Performs various woodworking duties, making signs, repairing fences, etc. Removes litter upon discovery.

Assists in habitat restoration programs for oak woodlands, riparian corridors, native gardens, and eradication of exotic plants.

Keeps all workshop 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. May participate in the Safety Advisory Committee.

Inspects grounds for hazards, conducts security and safety checks on premises. Assists with emergency scenarios and on-site accidents; prepares necessary written reports.

Public interaction:

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](#).

Provides protection and security to the land and its resources; may have interactions with confrontational visitors, uses "authority of the resource" techniques to de-escalate such interactions.

May design and lead volunteer and educational service-learning projects that align with land stewardship and recreational enhancements on the Preserve.

Frequently inspects the Preserve to proactively detect potential problems.

Performs other duties relating to land stewardship as assigned.

QUALIFICATIONS

- Previous experience with operating tractors, riding mowers, trailers, and heavy equipment. Grounds and maintenance procedures, including installing and repairing water and irrigation systems.
- Ability to operate a motor vehicle, valid California Driver License, and ability to be insured under TWC's auto insurance policy per the Driver Acceptability Standards.
- Familiarity with plant taxonomy, identification of native & invasive species, and habitat restoration.
- Native plant nursery experience is not required but highly valued.
- Excellent communication skills. Handle difficult visitor or staff behavior effectively and with discretion.
- Demonstrate effective use of leadership and decision-making techniques. Work with minimal direct supervision.
- Pass Live Scan criminal history background check, pre-employment drug screen, and physical (post-job offer).
- Bilingual (English/ Spanish) and/or Bachelor's Degree in environmental studies or rangeland management is a plus, but not required.

PHYSICAL DEMANDS

- Perform strenuous work outdoors in all weather conditions, and 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, operating a motor vehicle; perform standard work functions such typing, learning, speaking on the radio, telephone, and in person.
- Perform janitorial, carpentry, plumbing, and mechanical maintenance and equipment repair duties.
- Perform all landscape maintenance tasks including operating weed eaters and mowers; weed, rake, shovel, dig; install and maintain irrigation systems.
- Competently and safely operate 4x4 vehicles (pickups) in various weather (snow, ice, etc.) and road conditions.

COMPENSATION & CLASSIFICATION

Starting pay is \$20.50 per hour, non-exempt, full-time, 40 hours per week (five 8-hour shifts) with full-time benefits package which includes employee assistance program (EAP), medical, dental, vision, 401(k), flexible spending account, voluntary life & AD&D insurance, paid vacation, sick, bereavement, jury duty, and holiday time. *In accordance with California's pay transparency requirements, the pay scale for the position is \$20.50-\$24.00 an hour.*

EQUAL OPPORTUNITY EMPLOYMENT

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.

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.