



## CATALINA ISLAND CONSERVANCY

*A responsible steward of its lands through a balance of conservation, education and recreation*

### JOB DESCRIPTION

**POSITION:** Facilities Department Crew Member

**STATUS:** Non Exempt-Full Time  
Seasonal

**DEPT:** Facilities

**REPORTS TO:** Trades Supervisor

**UPDATED:** May 2017

---

#### **POSITION SUMMARY:**

This position is responsible for performing skilled building maintenance tasks, such as carpentry, electrical, heating, ventilation, air conditioning and plumbing. Perform general cleaning and other tasks as assigned. Welding experience is desired but not required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Repair and maintain physical structures of all Conservancy office buildings, apartments and houses using hand tools and power tools.
- Paint structures, and repair woodwork with carpenter's tools.
- Build sheds and other outbuildings.
- Perform preventive building maintenance duties, caulk windows and doors, repair and replace broken windows.
- Perform routine plumbing repairs such as unstopping toilets, sinks or urinals, fixing water leaks, leaking faucets, and water fountains.
- Perform routine electrical repairs such as changing light bulbs or fluorescent lamps and assists in repairing ballast and light fixtures.
- General maintenance and repair. Work orders: assess situation; assemble necessary tools and materials.
- Preserve physical appearance of all Conservancy buildings.
- Clean all floors, floor coverings, walls, windows, window coverings, kitchens, restrooms, and etc.
- Clean exterior walls using pressure washer and the painting of both the interior and exterior.
- Tasks include the pickup and dumping of all refuse and building debris from all Conservancy buildings and roadways.
- Road maintenance.
- Bison control.
- Brush clearance.
- Attend and participate in required meetings and other duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Knowledge and Skills:

- Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.

- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, and demonstrates group presentation skills.
- Knowledge of occupational hazards and safety precautions.
- Skilled in following safety practices and recognizing hazards.
- Skilled in using hand and power tools.
- Knowledge of terminology used in building maintenance and repair.
- Ability to communicate/follow instructions orally and in writing.
- Valid California driver license and good driving record.
- Work as a team member, providing support and assistance to other staff members.

**EDUCATION/EXPERIENCE:**

- High school diploma required or GED equivalent.
- A minimum of 2 years working in Facilities/Maintenance field and/or equivalent experience.
- Ability to operate a motor vehicle.

**WORK ENVIRONMENT/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 or that an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must live and work on Catalina Island
- 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. Position involves functioning both in field and office environments, the fieldwork requiring a high level of fitness. Fieldwork involves extensive manual labor; hiking over rugged terrain; and the use of equipment and tools for up to 8 hours per day, up to 5 days per week. The employee must regularly lift and/or move over 50 pounds. Specific vision abilities required by this job include close, distance, and color vision, depth perception, and the ability to adjust focus.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work location is at Middle Ranch, Avalon, CA. Approximately 10% of the position is in the office with 90% in the field. The office environment has moderate noise levels and is a non-smoking environment. Field conditions are strongly weather-dependent and may be windy, hot, dusty, cold, muddy and/or wet depending on season and the degree of exposure. Smoking is allowed only at limited designated field sites. Work may be conducted independently or with groups of staff and volunteers. Typical hiking conditions include very steep, rugged terrain on unstable rocky substrate with poison oak and cactus. Wildlife may be encountered in the field and pose some threat.
- Can be asked to clean the shop, work with bison, move hay, road work, trim brush, fire abatement.

**COMPENSATION & BENEFITS:**

The Catalina Island Conservancy offers competitive compensation and a generous benefit package including, medical, dental, vision, paid vacation, sick leave, holidays and 403b.

Acknowledgement:

I have read and received the Position Title/ Position Description. I understand that this description is a summary of responsibilities and is not intended to be an all-inclusive list. My position may include additional responsibilities as required. My signature below indicates receipt of this document and does not alter the at-will employment relationship in any way. If I have any questions about my Position Description or about my position I may contact my supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

