



CATALINA ISLAND CONSERVANCY

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

JOB DESCRIPTION

POSITION: Trades Supervisor

REPORTS TO: Chief Operating Officer

STATUS: Exempt-Full Time

UPDATED: April 2017

DEPT: Facilities

POSITION SUMMARY:

Responsible for safe operations and maintenance of employee housing, campgrounds, buildings, equipment, tools, and other facility related items. Requires a thorough knowledge of maintenance, general contracting, mechanical, electrical, plumbing, carpentry, and supervision. This is a hands-on working supervisor position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the maintenance and repair of all Conservancy buildings, properties and equipment to ensure that they are in good condition and in safe, working order.
- Plan, coordinate and execute all aspects for new construction projects.
- Evaluates and inspects facilities, camps, rental units, and storage containers for repairs, replacements and damages; assists employees to perform necessary work.
- Plans, prepares and organizes facility maintenance and inspections.
- Serve as a leader for the maintenance staff.
- Work closely with various departments as well as other organizations on special events projects, and the Conservancy's overall priorities.
- Assist the COO with development of capital equipment plans, expenses and deferred maintenance items to be included in the annual budget.
- Performs other duties as required or assigned.

REQUIRED QUALIFICATIONS:

Knowledge and Skills:

- Thorough knowledge of methods, materials, tools, and equipment used in conservation areas, trails, and in facility maintenance.
- Thorough knowledge of safety precautions applicable to the use of equipment and when working in the vicinity of traffic and Conservancy visitors.
- Ability to give clear instruction and train others in the use of common hand tools, mowers, and other general usage equipment.
- Ability to establish effective working relationships with employees, supervisors, committees, and the general public.
- Effective oral and written communication including work summaries.
- Ability to safely operate, repair, and maintain equipment.

EDUCATION/EXPERIENCE:

- High school diploma required or GED equivalent.
- Four years of related experience including two years of supervisory experience, or an equivalent combination of education and experience.
- Ability to operate a motor vehicle and possession of or ability to obtain and maintain a Class A Commercial Driver's License with Hazardous endorsement.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The Physical demands describe 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
- Position involves functioning in the field; fieldwork requires a high level of fitness. Fieldwork involves extensive manual labor; hiking over rugged terrain and the use of equipment and tools. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, and color vision, depth perception, and the ability to adjust focus.
- Work location is at Middle Ranch, Avalon, CA. 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 (during required breaks and meal period). 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.

To be considered for this position, submit your cover letter, resume, salary history and requirements to jobs@catalinaconservancy.org. Please be sure to put the job title in the subject line.