



## CATALINA ISLAND CONSERVANCY

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

### JOB DESCRIPTION

**POSITION:** Facilities Dept – Road Crew

**DEPT:** Facilities

**REPORTS TO:** Facilities Manager

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

**GRADE:** 102

**PAY RANGE:** \$20 - \$24/hour

---

### POSITION SUMMARY:

The Road Crew worker for Catalina Island Conservancy is primarily responsible for the maintenance and repair of Conservancy roads and road equipment, and secondarily responsible for maintenance facilities and buildings. Under the direction of the Facilities Manager, the Road Crew worker operates the equipment and provides the labor to maintain and repair the Town facilities including, but not limited to: road grading, brush clearing, road repair, light building and facility maintenance and other associated tasks as required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### PRIMARY (ROAD DUTIES):

- Maintain and repair Conservancy roads.
- Work with medium/heavy on/off road equipment.
- Operate equipment and maintain equipment including; two/three axle water trucks, backhoes, wheel loaders, skip loaders, large/mini excavators, two/three axle dump trucks- etc.
- Both preventative and corrective road maintenance tasks and adjustments are routine responsibilities throughout the year.
- Attend and participate in required meetings and other duties as assigned.

#### SECONDARY/AS NEEDED (GENERAL FACILITIES):

- 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 assist in repairing ballast and light fixtures.
- General maintenance and repair. Work orders: assess situation; assemble necessary tools and materials.
- Preserve the physical appearance of all Conservancy buildings.

- Clean all floors, floor coverings, walls, windows, window coverings, kitchens, restrooms, 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.
- Bison control.
- Brush clearance.

## **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.
- 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.
- Class A or class B license with air brake endorsement- or must be willing to attend driving school to be trained and pass class.
- A minimum of 2 years working in Road & Facilities/Maintenance field and/or equivalent experience.
- Knowledge and experience of the principles, practices, and techniques associated with the maintenance and repair of gravel roads.

## **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 nonsmoking 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:** Starting salary will vary by qualifications, and prior experience. We pay competitively in the nonprofit space and offer a robust benefits package. The upper portion of the salary range is typically reserved for existing employees who demonstrate strong performance over time.

**APPLICATION REQUIREMENTS:** Please submit your resume with job title in subject line, via email to [jobs@catalinaconservancy.org](mailto:jobs@catalinaconservancy.org).

Catalina Island Conservancy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.