

## **JOB DESCRIPTION**

POSITION: Facilities Department Crew  
REPORTS TO: Facilities Manager  
CLASSIFICATION: Non-exempt | Full-time  
LOCATION: Middle Ranch | On-site  
UPDATED: March 2025

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## **POSITION SUMMARY**

The Facilities Department Crew member is responsible for performing skilled building maintenance tasks, such as carpentry, electrical, heating, ventilation, air conditioning, and plumbing. Work also includes general cleaning and other tasks as assigned.

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## **LOCATION**

This position is based in the Interior of Catalina Island in our Middle Ranch office and performs duties in different locations across the island.

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## **KEY RESPONSIBILITIES**

- Repair, maintain, and preserve physical structure and appearance 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 preventative building maintenance duties, caulk windows and doors, repair and replace broken windows.
- Perform routine plumbing repairs such as unstopping toilets or urinals, sinks, fixing water leaks, faucet links, and water fountains.
- Perform routine electrical repairs such as changing light bulbs or fluorescent lamps and assist in preparing ballast and light fixtures.
- Address work orders: Assess situations, assemble necessary tools and materials.
- Clean floors, floor coverings, walls, windows, window coverings, kitchen, restrooms, etc.
- Clean exterior walls using pressure washer and painting of both interior and exterior.
- Perform pick up and dumping of all refuse and building debris from all Conservancy buildings and roadways.
- Duties may include road maintenance, bison control, brush clearance, and other duties as assigned.

## **PHYSICAL REQUIREMENTS**

Manual labor; requiring frequent standing, walking, bending, lifting, navigating uneven surfaces, and moving objects over 50 pounds. Tasks may involve repetitive motions, such as pushing, pulling, and adjusting equipment or materials. Outdoor field work in various weather conditions, including heat, direct sun, wind, rain and cold. Frequent vehicle use to access work sites.

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## **QUALIFICATIONS**

### **Skills & Abilities**

- Skilled in using hand and power tools.
- Basic electrical skills, including replacing 110v outlets and switches, troubleshooting electrical issues, and performing minor repairs.
- Fundamental plumbing knowledge, including installing toilets, maintaining basic drain systems, soldering copper supply lines, and understanding septic system components and their functionality.
- Strong problem-solving abilities, with the capacity to troubleshoot and resolve issues efficiently and effectively.
- Knowledge and experience adhering to safety practices and recognizing hazards.
- Ability to communicate and follow instructions verbally and in writing.
- Valid California driver's license and good driving record.
- Ability to work as part of a team, providing support and assistance to other staff members as needed.

### **Education & Experience**

- High school diploma or GED equivalent required.
  - A minimum of 3 years of experience in maintenance or skilled trades.
  - Proficiency in multiple trades, such as framing, masonry, and drywall.
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## **COMPENSATION & BENEFITS**

ESTIMATED STARTING SALARY RANGE:

\$20 - \$26 per hour, based on skills and experience.

We're proud to support the health and wellbeing of the people we employ. We offer a competitive, comprehensive benefits package that includes healthcare coverage, flexible spending accounts, 403(b) plan with a 3% employer contribution and a 5% match — fully vested

after 2 years, accrued paid time off, life insurance, disability coverage, an employee assistance program, professional development, and other benefits that support work-life balance.

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## **EQUAL OPPORTUNITY COMMITMENT**

Catalina Island Conservancy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, marital status, medical condition, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

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## **HOW TO APPLY**

Please send your resume directly to [jobs@catalinaconservancy.org](mailto:jobs@catalinaconservancy.org), listing the job title in the subject line.

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## **OUR STORY**

**The mission of the Catalina Island Conservancy is to be an exemplary steward of Island resources through a balance of conservation, education, and recreation.**

The Conservancy's vision is for a beautifully functioning Island ecosystem for all to enjoy.

Just off the densely populated Southern California coast, Catalina Island is home to approximately 4,000 year-round residents and more than 60 endemic species of plants and animals found nowhere else on Earth.

The Catalina Island Conservancy protects 88 percent of Catalina Island's approximately 48,000 acres, including the region's longest publicly accessible undeveloped coastline.

The Conservancy is a research and conservation leader, protecting and restoring vulnerable habitats and species in its Mediterranean climate. Conservancy staff guides Island ecosystem recovery with the goal of generating a resilient, self-sustaining ecosystem with no endangered forms of life.

The Conservancy offers recreational experiences and educational programs for not only the 300,000 annual visitors who choose to visit the unique and special Conservancy "Wildlands Ecosystems" but also inspires the nearly 1.2 million visitors to other parts of the Island.

Recreation, educational engagement, service opportunities, and partnerships connect the Island's unique resources to people's lives, inspiring environmental stewardship and action.

The Catalina Island Conservancy is a 501(c)(3) non-profit public charity established in 1972 to protect and restore Catalina Island for future generations to experience and enjoy.