

Job Description:

Hunt Hill Audubon Sanctuary Maintenance Assistant

General description: The maintenance team is responsible for all maintenance work, general cleaning, landscaping, and facilities improvements at Hunt Hill Audubon Sanctuary as assigned by the Executive Director and Board of Directors of the Friends of the Hunt Hill Audubon Sanctuary, Inc. (known hereafter as FOHHAS); and under the terms of the lease agreement between FOHHAS and the property owner – the National Audubon Society.

Dates and hours of employment: This is an hourly, part-time, seasonal, at-will employment opportunity that runs from approximately April 15th through October 1st. Hours are generally weekdays from 8:30 am to 3:00 pm, however hours will vary from week to week, based on need. Some weekend and evening hours may be scheduled through the busy season. Work responsibilities are assigned based on skills needed, physical capabilities, cancellations of programs, other staff availability to help, volunteers' availability, and other work required.

This position reports to the Hunt Hill Maintenance Supervisor.

Qualifications: 21 years of age or older; physically fit to meet rigorous outdoor work demands of the camp; experienced/skilled with hand and power tools; holds a valid driver's license; can pass a criminal background check; is a team-oriented worker; is supportive of the mission of the Hunt Hill Audubon Sanctuary; can supply professional job references; exhibits a positive attitude

General maintenance responsibilities:

- Work with FOHHAS Facilities Committee
- Yard work – mowing, raking, brushing, tree trimming, flower gardens, vegetable gardens, driveway, compost and mulch piles, litter pick-up, picnic tables and benches cleaned and replaced as needed
- Signage – painting, placement, boundaries, gateways
- Roads and trails – filling with gravel, litter, clearing overhanging branches, mowing trails and road shoulders, gates, parking areas, foot bridges, poison ivy along trails, prairie work, nature trail signs
- Buildings – painting, repairs, exit signs and lights, windows, roofs, cabins up on the hill, latrines
- Housekeeping – thorough cleaning of various buildings between groups - including sweeping and waxing of floors, beds, bathrooms, showers, toilets, vacuuming rugs, emptying waste baskets, recycling
- Utilities – maintaining all systems such as electrical, plumbing, telephones, septic, heating, back-up generators, “As-built” maps of all service lines and pipelines
- General health & safety issues affecting visitors or staff at Hunt Hill – help with safety inspections; adherence to state and local standards; safety

- equipment; proper use and storage of cleaning supplies, chemicals, pesticides, and fuels; removing hazards as discovered; signage
- Waterfront – docks, boats, area safety, storage building
 - Establish camp opening and closing procedures
 - Inventory of maintenance equipment and needs annually
 - Campfire circles and fireplace areas – cleaned, firewood supplies available
 - Invasive plants removed
 - Friendly and courteous to all camp visitors
 - Support other seasonal camp program staff with facilities-related issues

Compensation and benefits: Pay is based on experience and begins at \$8 - \$10 per hour. Basic health insurance provision for the employee only (not dependents) and a matching Simple retirement plan are available to employees of Hunt Hill.