



Wildlands Conservancy

Facilities Coordinator

Wildlands Conservancy, the premier nonprofit land trust of the Lehigh Valley and Lehigh River Watershed is presently seeking a Facilities Coordinator to support the work of the Property Stewardship department by maintaining the buildings, infrastructure, and grounds at Wildlands Conservancy's Dorothy Rider Pool Wildlife Sanctuary. Wildlands Conservancy has been creating lasting connections to nature since 1973 through land protection, environmental stewardship, and education. To learn more, visit www.wildlandspa.org.

In this role you will:

Grounds and Facilities Management:

- Manage/maintain structures and infrastructure at DRPWS.
- Perform minor electrical, plumbing, painting, and light construction.
- Coordinate inspections of systems and public spaces.
- Maintain turf and fields (mowed) per rotation, public areas trimmed regularly.
- Plant beds mulched and weeded regularly, vegetation managed in parking lots and roadside.
- Clear trails of hazards, ensure trails are covered (chipped stone/fines, waterbars) and maintained.
- Keep parking and access roads clear, stoned and graded, kept clear of ice and snow (salted).
- Access to facilities/building maintained, kept clear of hazards, ice, and snow, including paths, walkways, and steps.
- Preserve kept clean and clear of trash and debris.
- Ensure existing signage (structures) is maintained.

Natural Resource Management

- Support implementation of the DRPWS Forest Stewardship Plan.
- Support special projects as directed.
- Perform pond maintenance.

Equipment Maintenance

- Maintain and secure all tools, supplies, materials, required for grounds and facilities maintenance.
- Support the maintenance of Wildland's vehicles and trailers.

Preserves – Stewardship

- Assist Preserve Manager and Director of Property Stewardship at other preserves when necessary.
- Provide support with special projects.

Rental Maintenance

- Keep relations with tenants at DRPWS, SMP and Beuhler Preserve.
- Passively inspect properties when possible.
- Address minor building, structures, and systems maintenance.
- Interface with contractors at direction of Director of Property Stewardship.

Other

- As directed support volunteers on DRPWS Stewardship projects.
- Represent Wildlands Conservancy to Preserve Visitors.

In this role you will need:

- Must be able to conduct physical labor in an outdoor setting and in all types of weather (be able to lift 50lbs, and hike for five miles)
- Must have experience using power and hand tools, tractors, mowers, and other outdoor equipment.
- Minor plumbing, electrical and light construction experience a plus.
- Must be able to work independently.
- Must be willing to follow policies and procedures.
- Must be able to maintain focus on safety.

Salary range \$45,000-\$53,000