



Job Description

Title:	Land and Facilities Steward
Reports to:	Executive Director
Professional Requirements:	Minimum of 1-3 year experience
Salary Range:	\$14.00-15.00/hr
Schedule:	32 hrs/wk April – October 20 hrs/wk November – March
Application Deadline:	Open until filled

Position Description:

The *Land and Facilities Steward* is a part-time position, with hours variable by season, and reports directly to the Executive Director. The *Land and Facilities Steward* is responsible for a variety of maintenance and land management projects, with particular focus on the safety, upkeep and maintenance of Grass River Natural Area's physical assets, including all buildings, structures, trails/boardwalks and grounds. This position will work closely with the GRNA team to oversee biological monitoring, research, and the natural areas conservation practices that allow GRNA to maintain long-term ecological integrity.

The *Land and Facilities Steward* will be expected to work closely with all departments at GRNA and will be directly responsible for special projects related to the facilities and grounds like our annual Spring Clean-Up Day, Wednesday Work Bees, Parcel Monitoring and other special projects.

Duties & Responsibilities:

Trails & Grounds (45%):

- Monitor the appearance, safety and functioning of the grounds, parking lot, gardens, and trails to assure a safe and welcoming environment.
- Maintain and repair equipment as necessary.
- Manage special projects related to the grounds as necessary. Special projects may include trail improvement planning and implementation; signage; people counters; and sustainable features.
- Coordinate volunteers during special projects; ensure commitment to sustainable practices.

Building Facilities (30%):

- Monitor the appearance, safety and functioning of all physical assets to assure top-notch condition and quality.
- Coordinate regular maintenance, cleaning, and improvement of all buildings including the Grass River Center, pavilion, maintenance barn, and outbuildings.
- Complete (or work with professional contractors) repair projects to maintain GRNA's physical assets.

Conservation (20%):

- Work with other GRNA staff and board to facilitate land management project related to natural area conservation, restoration and research.
- Oversee the monitoring of GRNA's 75+ parcels by teams of volunteers.

Other (5%):

- Attend Land Management Committee meetings as the official GRNA staff liaison.
- Participate in establishing goals to enhance or improve the sustainability of GRNA's physical assets.
- Assist with programs and events as needed.
- Participate in stewardship activities alongside volunteers.
- Develop positive and supportive relationships with non-paid workers.
- Interpret stewardship activities to the public in a positive manner.
- Other duties as assigned.

Job Qualifications:

- High School or College degree
- Minimum 1-3 years work experience in a related field, including at least 1 year of experience in facilities and grounds maintenance and management.
- Must possess an awareness of conservation issues and how they relate to land stewardship and facilities maintenance.
- Hands-on experience; skilled in mechanics and carpentry preferred
- Knowledge of small engine service &/or repair, preferred.
- Knowledge and experience implementing best practices for employee and visitor health, safety, and accessibility.
- Good organizational skills; common sense; ability to prioritize multiple tasks, pay attention to details.
- Excellent problem-solving skills
- Good verbal skills; ability to work with a wide variety of personalities; ability to deal with the public and staff with tact and courtesy
- Ability to work both independently and as part of a team
- Ability to perform duties on time and within budget
- Self-initiating; high motivation and resourcefulness
- Flexibility, dependability, good sense of humor, and positive attitude
- Competent with computers; familiarity with using Microsoft Word and Excel
- Valid Michigan driver's license
- Ability to lift 50 lbs.
- Ability to work occasional evenings and weekends when needed
- Commitment to GRNA, Inc.'s mission, principles and values

Grass River Natural Area Mission Statement: To manage the Grass River natural Area, conserve and protect its watershed, and provide opportunities that increase knowledge, appreciation and community-wide stewardship of the natural environment.

To apply: Email cover letter, resume, and contact information for three references in one document to:

Jenn Wright, *Executive Director*

Jenn@grassriver.org

www.grassriver.org