

Seven Ponds Nature Center Job Description – Maintenance (seasonal)

The Seasonal Maintenance Worker is an important part of the operation of Seven Ponds Nature Center. This person performs a variety of duties around the buildings and on the grounds to help create a positive experience for the nature center's visitors. This person reports to the Executive Director of the nature center and works closely with the center's regular maintenance staff person. The Summer Maintenance Worker operates within guidelines established by the Board of Directors, Director, and board committees. This individual works as a team with other nature center staff and volunteers and must present a good image through both action and appearance.

The Seasonal Maintenance Worker is a seasonal position with starting and ending dates determined by the Executive Director. Days and hours are Tuesday through Friday, 8:30 a.m. to 5:00 p.m., with a half hour for lunch.

The duties of the Seasonal Maintenance Worker include, but are not limited to the following:

- -Perform regular maintenance duties around the buildings, gardens, and landscaped areas, including mowing, mulching, and trimming.
- Help keep trails maintained at the nature center by mowing, mulching, and trimming.
- Perform bridge and boardwalk maintenance, including applying wood preservative and making small repairs as needed.
- Assist with boardwalk repair and boardwalk replacement projects.
- Assist with machinery maintenance.
- Assist with set-up, operation, and clean-up for activities which occur on weekdays, and generally help other staff members with their duties when possible.
- Perform maintenance duties as needed, including sweeping, mopping, vacuuming, restroom maintenance, kitchen clean-up, and other light housekeeping duties.
- Other duties as assigned.

This position requires the following skills, abilities, and attributes:

- The ability to work outdoors for prolonged periods of time in a variety of weather conditions.
- The ability to work independently in a dependable, trustworthy manner.
- The ability to lift a minimum of fifty pounds.
- Knowledge of the use of a variety of hand tools; the ability to drive a utility vehicle (i.e. John Deere Gator); the ability to operate motorized equipment such as riding lawnmower, weed whip, leaf blower, etc.

All of the above duties are subject to change or modification at the discretion of the nature center. As a staff member of Seven Ponds Nature Center, the Seasonal Maintenance Worker shall perform all duties in such a manner as to bring credit to the nature center.

NOTE: a standard background check will be required prior to employment with the nature center.