



## Audubon Canyon Ranch

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**Job Title:** Facilities & Land Stewardship Specialist

**Date:** May 2025

### Job Description

The Facilities & Land Stewardship Specialist will travel among and work on the organization's preserves and other locations. The position has two primary areas of focus: (1) maintenance and repair of facilities and infrastructure, and the tools and equipment needed to support physical operations and programs, and (2) assisting with or leading land stewardship projects - always holding the highest standards of safety. This work is done alone and with employees, volunteers, contractors, and others. Infrastructure includes buildings and associated water and septic systems, roads, trails, vehicles, equipment, tools, and related. In addition, the Specialist will plan and implement regular volunteer workdays including recruiting, training, supervising, and supporting volunteers. Duties are completed under the supervision and direction of the Preserve Manager.

### Responsibilities

This position requires travel to various preserves as needed and directed by Preserve Manager.

#### Site Maintenance, Upkeep, & Repair

- Provide day-to-day maintenance and monitoring of physical resources including buildings, facilities, water and septic systems, landscaping, roads, and trails.
- Provide basic maintenance and upkeep of vehicles, tractor, generator, mower, chainsaw, string trimmer, power and hand tools, according to maintenance schedule.
- Manage and update equipment maintenance schedule.
- Maintain 100' of defensible space around structures; clear ladder and surface fuels as directed.
- Complete relevant skill development, training, and certification as desired.
- Conduct regular safety inspections of tools, equipment, fire extinguishers and first aid supplies.
- Complete set-up and break-down for programs and events, as directed.

#### Land Stewardship

- Participate and/or lead care for the land and water as directed.
- Recruit, train, and supervise stewardship volunteers including all scheduling and communications.
- Plan, prepare, and host volunteer workdays.
- Train volunteers in safe and skillful practices involving use of tools, spatial awareness, vigilance against danger/threats, and project skills.

#### Additional Duties

- Respond quickly to urgent maintenance, repair, and other needs as directed.
- Ensure that safety standards are followed.
- Purchase and pick up supplies and equipment as directed.

**Communications & Administration**

- Consult regularly with Preserve Manager regarding projects, priorities, safety issues, and site security.
- Collaborate with and assist other employees on projects at various locations.
- Complete administrative duties by assigned deadlines including accurately tracking volunteer statistics, completing and submitting accurate credit card reports, leave requests, time sheets, reimbursement requests, and related.
- Attend meetings and training, as requested.
- Other duties as assigned.

<b>Job Location</b>	Organization's properties and occasionally other locations	<b>Supervisor</b>	Preserve Manager
<b>Working Conditions</b>	Indoor and outdoor work in all weather conditions across many types of terrain. Occasional weekend or evening work. Work truck provided.	<b>Supervises</b>	Volunteers
<b>Degree/Years of Experience</b>	No degree required; 3-5 years of similar work experience	<b>Other Requirements</b>	Valid CA Driver's License Current Standard First Aid and CPR certification Fingerprint/Background Check
<b>Employment Status</b>	Regular, full time (37.5 hours per week), hourly, non-exempt (eligible for overtime)		

**Required Skills and Qualifications**

- Basic skills in maintenance, light construction, and repair (carpentry, painting, plumbing, etc.), landscaping, vegetation management.
- Proficient at operating and properly maintaining a variety of vehicles, tools, and equipment including chainsaw, hedge trimmer, string trimmer, tractor, mower, side-by-side, etc.
- Experience coordinating, training, and supervising volunteers with an emphasis on safety.
- Ability to prioritize and track a range of concurrent projects and assignments.
- Fluent in English.
- Clear and responsive communicator, both written and verbal.
- Basic computer literacy including knowledge of Office 365 software including Excel, Word, Outlook, and SharePoint/OneDrive.
- High level of self-motivation and ability to work efficiently, reliably, and independently.
- Ability to exercise sound judgment, employ proper safety measures, and show appropriate levels of problem-solving.
- Team player with service-oriented attitude.
- Consistent attention to detail with commitment to continuous improvement.
- Ability to learn new skills as needed.
- Availability for after-hours emergency calls and occasional weekend work.

- Commitment to the principles of diversity, equity, inclusion, and justice; the willingness to lean into challenging conversations as both listener and speaker.
- Appreciation of and interest in understanding the natural world.

**Essential Physical Requirements**

Facilities & Land Stewardship Specialist must be able to hike up to 3 miles over uneven terrain in a variety of weather conditions; recognize and respond to emergency situations; sit, stand, walk, bend, kneel, lift, and carry up to 50 pounds; frequently and repetitively use upper body, arms, hands, wrists, and fingers (chainsaws, string trimmers, related tools and equipment, computers), vision, hearing, speech/language processes. Have enough physical strength to safely operate heavy power tools, 4WD vehicle and tractor, and be comfortable on a ladder.