



Employment Opportunity at the Leelanau Conservancy: Seasonal Property Maintenance Specialist

Position Description:

The Leelanau Conservancy is one of the nation's top accredited land trusts. For 26 years, our mission has been to conserve the land, water and scenic character of Leelanau County in Northwest lower Michigan. We have protected approximately 2,000 acres of natural areas, preserves, and forest reserves; and are perpetually maintaining and upgrading our recreational and ecological resources on these properties. The Property Maintenance Specialist will be responsible for implementing recreation projects, maintaining our current infrastructure, and helping to ensure our lands are healthy, welcoming, and safe for public use. This individual will be highly motivated, independent, and comfortable working primarily outdoors. Additionally, they will have excellent time and project management skills and strong problem solving abilities. Tasks will include construction and maintenance of boardwalks, kiosks, directional signage, small decks, railings, and other trail or parking lot infrastructure as directed by the Natural Areas Manager.



This is a seasonally recurring hourly position extending from mid-April to mid-October. Our ideal candidate will be able to return to this position each spring.

Responsibilities:

- Oversight of construction and trail building projects. Construction may include bridges, boardwalks, stairs, etc.
- Maintenance of recreational trails, signage, infrastructure, parking areas, etc.
- Organization and execution of projects including: ordering materials within established budgets, creating timelines, and coordinating staff and volunteers
- Coordination and management of volunteer work days– often 1 day/week
- Maintenance and use of tools and equipment
- Occasional team meetings and office work to plan and coordinate projects
- Assistance with set-up, parking and clean-up of major Conservancy events

This position may also work on special projects including:

- Invasive species or other restoration projects
- Ecological maintenance of properties

Qualifications:

- 3+ years experience in construction trades, landscaping, or natural resources profession. Other relevant work experience will be considered.
- 2+ years of construction or carpentry skills, including planning and field sketches.
- Basic knowledge of Michigan construction code and ability to read architectural drawings.

- 2+ years experience with trail building, trail design, or building maintenance.
- Demonstrated ability to use and maintain tools such as chainsaws, brush cutters, etc.
- Experience using technology such as iPads, GPS units, and laptops.
- Ability to take direction, self starter, good team member, and a positive attitude.
- Ability to work independently and manage time to meet deadlines.
- Valid Michigan Drivers License

Preferred Qualifications:

- Experience using heavy machinery such as tractors.
- Relevant Bachelor/Associate degree or trade school certification.
- Experience with ecosystem restoration, invasive species control, and herbicide application.
- Currently certified or ability to obtain a Commercial Pesticide Applicator license.
- Experience with GIS software/mapping.
- Builder's license

Work Environment/Physical Demands

The majority of work for this position will occur outdoors and the Maintenance Specialist will need the ability to lift 30+ lbs for an extended period of time and hike for 4+ hours through moderate terrain on a semi regular basis. They will also need to spend time outdoors in full sun and in wetland areas under adverse conditions.

Applying for this Position

To apply for this position please submit a resume, cover letter and three references.

The application deadline is March 16th 2015 at 5 pm EST

Please send your materials via mail or email to:

Leelanau Conservancy
Thomas Nelson, Executive Director
Attn: Property Maintenance Specialist Application
P.O. Box 1007, Leland, MI. 49654
searchcommittee@leelanauconservancy.org