



JOB TITLE: FACILITIES CARETAKER LEVEL II
LOCATION: GOLDEN GATE
REPORTS TO: FACILITIES MANAGER
FLSA STATUS: NON-EXEMPT

About NatureBridge

Founded in 1971, NatureBridge provides environmental science programs for students in the world's best classrooms—our national parks. Our mission is to connect young people to the science and wonder of the natural world, igniting self-discovery and inspiring stewardship of the planet. As the largest residential education partner of the National Park Service, NatureBridge serves more than 30,000 students and their teachers each year and offers programs in six national parks: Yosemite National Park, Golden Gate National Recreation Area, Olympic National Park, Santa Monica Mountains National Recreation Area, Channel Islands National Park, and Prince William Forest Park. In order to further our mission, NatureBridge is committed to supporting diversity, equity, and inclusion and to promoting equal opportunity for students and staff in the field of environmental education. For more information, visit: naturebridge.org

Summary

The Facilities Caretaker Level II is responsible for executing routine, emergency and seasonal maintenance as well as custodial duties of the NatureBridge historic buildings, grounds, and vehicles within Ft. Cronkhite, GGNRA.

Primary Duties and Responsibilities

- Perform routine maintenance and repairs on buildings and grounds.
- Recommend long and short term maintenance, repairs, safety priorities and solutions to Facilities Manager.
- Maintain administrative records, electronic work order system and files.
- Help train new staff in safety procedures/repair projects and maintenance.
- Maintain a clean safe and orderly workshop and work area.
- Maintain campus cleanliness and performs custodial duties as required to meet the needs of the department.
- Promote a sense of support and team effort.
- Attend and participate in weekly shop meetings and safety trainings.
- Recognize the historic character and value of campus while performing work assignments and maintenance.
- Perform all other duties as assigned by the supervisor.

Experience, Competencies and Education

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Qualifications include:

- Experience in maintaining buildings and grounds.

- Proficiency in basic carpentry, plumbing, electrical, mechanical, masonry, and painting.
- Must be able to work well with other staff, National Park Service employees, program participants and visiting public.
- Demonstrate good problem solving skills.
- Demonstrate ability to utilize and communicate via computer programs such as email, Google Docs, Word and Excel.
- Flexible, positive attitude, good judgment, and safety consciousness.
- Promptness and ability to work independently.
- Ability to lift heavy objects (50 lbs. or more).
- Current California driver's license and clear driving record.
- Related experience. High school diploma or GED or combination of education and experience.
- All new hires are required to complete and pass a Department of Justice fingerprinting through Live Scan.

Supervisory Responsibilities: None

Budget Managed: None

Working Conditions

Required to work overtime or weekends as requested by the Facilities Manager. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to stand; walk; sit; use hands to handle, or feel objects, tools or controls; reach with hands and arms; climb stairs and ladders; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The operation of mechanical equipment, frequent use of ladders to access high places, exposure to chemicals used in cleansing products is required on a regular basis.

Compensation

Competitive salary, depending on experience. Excellent benefits package including medical insurance, retirement plan, plus generous vacation, holiday and sick leave plans. This position does not come with housing.

Application Process

NatureBridge is an equal opportunity employer. Recruiting and retaining a diverse workforce is a high priority. Interested individuals should submit a letter of interest and resume. To apply send a resume and cover letter to goldengatefacilitiessearch@naturebridge.org. No calls, faxes, or printed materials please. No agencies please. Position is open until filled. Looking for immediate hire, contingent on successful background check and fingerprinting.