



JOB DESCRIPTION

Maintenance worker – Part time

Purpose: The maintenance worker shall be one of a team that is responsible for the maintenance of Ogden Nature Center facilities, equipment, grounds, and nature preserves.

Schedule: The maintenance worker shall work 16-24 hours per week. Some flexibility in schedule may be possible after a trial period.

Requirements of the position: Must be able to work outside in all weather conditions, occasionally lift 75 pounds, walk on uneven ground for long periods, and operate small and large machinery, including tractors. Knowledge of sprinkler systems required, and knowledge of secondary irrigation, plumbing and electrical highly desired. Must have and maintain a valid Utah driver's license and have a good driving record. Employment is conditional upon passing a background check.

Reports to the Executive Director and works closely with other maintenance personnel, the volunteer coordinator, and other staff.

Responsibilities:

1) Buildings, Grounds, and Equipment

- Maintain the grounds by watering, mowing, weeding, trimming, pruning etc.
- Maintain walkways and paved areas to ensure safety and cleanliness
- Maintain sprinkler systems
- Snow removal
- Provide general maintenance on the building including changing light bulbs, servicing swamp coolers, plumbing, etc.
- Provide general maintenance and repair of equipment
- Clean and maintain order in the garage, barn and other outbuildings
- Collect trash and recyclables and prepare bins for trash collection
- Maintain vehicles and equipment or ensure that vehicles follow established maintenance schedules. Conduct weekly safety checks on vehicles, clean, and fill tanks as needed.
- Make sure buildings and grounds are secure after hours, and act as primary security personnel.
- Purchase janitorial and building maintenance supplies.

2) Nature Preserve

- Maintain trails including pruning branches, weed control and wood chip coverage.
- Maintain signs, including installation and replacement.
- Assist in weed control on the site.
- Ensure waterways are clear of obstructions.
- Once in place, maintain secondary irrigation system.

3) Picnic Grove

- Clean and make repairs to the restrooms, tree houses, and pavilion.



- Maintain the overall appearance of the picnic area by watering, weeding, mowing, etc.
 - Prepare the areas for use by groups and clean up area after use.
- 4) Volunteers
- Working closely with the Volunteer Coordinator, help plan and supervise projects that involve volunteers
- 5) Event Setup and Cleanup
- Set up banners, canopies, tables and chairs for events and facility reservations.
 - Help clean up after events.
- 6) Other Duties as Required