

JOB DESCRIPTION

POSITION

Caretaker – McCarthy Blue Oak Ranch Preserve

OVERVIEW

The McCarthy Blue Oak Ranch Caretaker is responsible for maintaining the McCarthy Blue Oak Ranch Preserve in good condition for public access. This includes keeping the entrance gates closed after sunset, disposing of trash, cleaning restrooms, and maintaining parking lots, trails, visitor use areas, and equipment. In addition, the Caretaker will routinely interact with visitors to remind them of preserve visitation rules, and assist the SRT stewardship department with stewarding the ecological health of the preserve.

ABOUT SEQUOIA RIVERLANDS TRUST

Sequoia Riverlands Trust is a regional nonprofit land trust focused on the Tulare Basin, which comprises the southern San Joaquin Valley and Sierra foothills of Kern, Kings, Tulare, and Fresno counties, with additional conservation projects in 5 other California counties. We are accredited by the Land Trust Alliance, and our mission to conserve the lands and waters of California's heartland is supported by our ambitious programs in conservation easements (habitat and farmland), land stewardship, restoration, conservation outreach, and education.

We envision a future in which a network of protected natural and working lands thrives in the region we serve, with business, agriculture, and society aligned around sustainable land and water management practices.

ESSENTIAL FUNCTIONS

- Open the gates at sunrise, close and lock the gates at sunset.
- Maintain all trails, equipment and facilities
- Clean and stock the public restrooms with supplies as needed
- Keep public trails in good condition by pruning, dragging, mowing, and weedeating.
- Maintain all tools and equipment in good condition, notifying the Land Steward when repairs or parts are needed. Perform monthly tool inventory and alert Land Steward if tools are unaccounted for.
- Maintain visitor use areas and pick up and dispose of all litter.
- Empty all trash and recycling containers as needed and take trash cans to curb in time for pickup.
- Maintain supply of Mutt Mitts at entrance and order more as needed.
- Collect fees from donations box on monthly basis or more often as needed and turn in contents directly to SRT office.

- Check and repair irrigation line and timers for planting projects during the dry season.
- Maintain the caretaker living facilities and perform minor household repairs as able, and bring other needs to the attention of the Land Steward or Director of Mitigation and Land Management. Caretaker may directly call appropriate service personnel in the event of an emergency, provided they also immediately notify Land Steward of the emergency.
- Interact with members of the public in a professional, courteous manner that reflects positively on Sequoia Riverlands Trust
- Control invasive plants using hand tools, power tools and herbicide under the direction of the Land Steward
- Record herbicide use with appropriate information in herbicide log
- Assist with events at the Preserve as work schedules permit. This may entail pre-event site clean- up (including mowing), helping with deliveries, setting up tables or signage, coordinating parking, and post-event cleanup.
- Travel to other SRT nature preserves and assist with their needs.
- Perform other duties as assigned.

SUPERVISION

The Caretaker reports to the Land Steward.

REQUIRED SKILLS & ATTRIBUTES

- A high school diploma or equivalent.
- A valid driver's license.
- Proficiency at safely using, maintaining, and repairing power tools and hand tools associated with the job.
- Good communication and interpersonal skills.
- Understand verbal and written instructions in English.
- Work outdoors in various weather conditions, kneel and crouch, climb ladders, move and lift heavy items.
- Creatively solve problems related to tools, equipment, and infrastructure.
- Meet and communicate with SRT staff during general business hours Monday-Friday.
- Live on-site at the caretaker residence with a month-to-month lease paying rent according to the lease agreement.
- Demonstrate a strong work ethic, dependability, responsibility, and ability to work independently.
- Ability to work outdoors in various weather conditions.

- Ability to move and lift heavy items.
- Ability to operate power tools for landscape maintenance such as weed eaters and chainsaws

WORK SETTING AND CONDITIONS

The position is based at the McCarthy Blue Oak Ranch Preserve near Springville, California in the southern San Joaquin Valley. The region has a Mediterranean climate, with cool, moist winters and hot, dry summers. SRT's preserves and conservation easements are distributed over nine counties, including lands in the foothills of the southern Sierra Nevada, San Joaquin Valley and in the Carrizo Plain area. The specific work conditions of this position are as follows:

- At times, be outdoors in all weather conditions
- Work hours are flexible to accommodate other commitments, but should comprise no less than 2 hours per week and not to exceed 59 hours in a two-week pay period

OTHER NOTES

- Candidates **MUST** be able to pass a background check
- Top candidates may be asked to provide samples of their work that demonstrate their ability to fulfill the requirements of this position
- The above statements are intended to describe the general nature performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all job duties performed by the personnel so classified. Management reserves the right to revise or amend duties at any time.
- Staff members are expected to consciously and continuously promote the mission, values, programs, and impact of the organization when presented with opportunities for participating in membership development and reaching out to personal connections on behalf of SRT.