

Riverside Nature Center
Building & Grounds Maintenance Technician
Position Description

Job Title: Building & Grounds Maintenance Technician

Position Overview

Riverside Nature Center Building and Grounds Maintenance Technician ensures that our facilities, trails, and natural spaces remain safe, clean, and welcoming for the public. This role combines hands-on physical labor with community interaction, requiring a mix of facility upkeep, ecological stewardship, and volunteer coordination. This is a full-time position. Salary range \$15-18.00/hour.

Key Responsibilities

Facility & Building Upkeep

- **Perform routine maintenance:** Handle minor plumbing, electrical, and carpentry repairs across all buildings.
- **Maintain cleanliness:** Execute daily janitorial duties, including cleaning restrooms, emptying trash, and vacuuming and mopping floors.
- **Support events:** Set up and break down furniture, audiovisual gear, and signage for educational programs and public events.

Grounds & Habitat Management

- **Maintain trails:** Clear fallen debris, keep paths clear of errant plants, and ensure walking paths are free of safety hazards.
- **Landscape the grounds:** Mow lawns, prune shrubs, tree maintenance, mulch garden beds, and care for native plant displays.
- **Support conservation:** Assist with invasive species removal, brush cutting, and planting native flora.
- **Maintain equipment:** Ensure all equipment is in operational condition.
- **Rainwater Collection System:** Maintain gutters and downspouts, clean filters, monitor water levels in tanks, maintain pumps.

Volunteer Supervision & Safety

- **Lead volunteer groups:** Direct, train, and motivate community volunteers during garden workdays and habitat restoration projects.
- **Enforce safety rules:** Ensure volunteers use tools correctly and follow all safety protocols while working on the property.

- **Conduct inspections:** Walk the grounds daily to identify maintenance needs, safety risks, or structural damage.

Required Qualifications

- **Strong communication skills:** Ability to speak clearly and professionally with staff, visitors, and diverse community groups.
- **Volunteer supervision:** Proven capability to direct, organize, and lead small to large groups of volunteers effectively.
- **Physical stamina:** Ability to lift, push, and carry up to 50 lbs. regularly.
- **Mobility & agility:** Ability to safely climb ladders, work at heights, and walk long distances over uneven, rugged outdoor terrain.
- **Experience:** Prior experience in basic building maintenance, landscaping, or park operations is highly preferred.
- **Availability:** Willingness to work flexible hours, including occasional weekends for special volunteer events.