



NORTH COAST LAND CONSERVANCY

Position: Trails & Facilities Manager

Location: Seaside, Oregon

Compensation: Full-time, non-exempt hourly. \$28-30 per hour

Schedule: M-F, with occasional weekend or off hours, up to 8 hours per day, on-site, could vary based on an as-needed basis

Reports to: Associate Director

The Trails & Facilities Manager leads essential projects for the North Coast Land Conservancy, including trail creation and maintenance, facility infrastructure upkeep, and mechanical equipment repair/operation. This role collaborates extensively with staff, volunteer committees, and external contractors. The ideal candidate enjoys group problem-solving, possesses strong hands-on technical and mechanical skills, and is comfortable administering contracts, building budgets, securing permits, and working outdoors across all weather conditions to advance NCLC's mission.

RESPONSIBILITIES

If this role sounds exciting, we want to hear from you, even if you do not meet all of the qualifications of the role.

Groundskeeping (50%)

- **Groundskeeping:** Manage groundskeeping around the buildings at Circle Creek Conservation Center.
- **Mowing:** Manages contractors and volunteers who support mowing. Additionally, is responsible for directly mowing with tractors and mower.
- **Construction:** Implements land stewardship-related projects, such as installation and monitoring of fencing; repair and construction of small bridges and boardwalks; and similar projects that may include supervising volunteers and staff.
- **Trails upkeep:** Leads volunteer-assisted committees, trail crew days, and projects. Removes blowdown and other large debris on trails and grounds when necessary. Ensures upkeep of wayfinding and interpretive signs.
- **Road maintenance:** Removes any debris blocking culverts, based on reports from Stewardship staff. Handles minor road repair, such as filling potholes and minor road grading.
- **Hazard tree removal:** Removes or oversees the removal of hazard trees on all NCLC habitat reserves. (Note: this requires certification)
- **Record-keeping:** Ensures the completion of all paperwork, such as inspections, invoices, change-orders, and other documentation, including tracking all habitat-related activities within the Landscape database.
- **Events:** Occasionally supports set-up and take-down from events on NCLC properties when requested.

Buildings and Signage Maintenance (30%)

- **Schedule:** Develops and manages a maintenance schedule for all buildings, including exterior envelope, internal systems, etc.
- **Light repairs:** Makes light repairs to buildings or systems as needed. Handles general maintenance and upkeep at the Circle Creek Conservation Center.

- **Contractors:** Develops and maintains a list of qualified contractors for major or licensed repair needs. Serves as liaison between contractors hired to complete jobs at Circle Creek and other NCLC-owned properties and ensures that work is completed efficiently and effectively. Interfaces with NCLC's property management company to facilitate repairs to NCLC's rental houses.
- **Record-keeping:** Ensures the completion of all paperwork, including inspections, invoices, change-orders, and other documentation.
- **Volunteer management:** Staffs NCLC's Facilities Committee. Manages volunteer activities related to facilities maintenance.

Equipment Maintenance (20%)

- **Organization:** Responsible for general shop maintenance and keeping all equipment and tools organized and accessible.
- **Safety Monitoring:** Develop and maintain OSHA compliant safety protocols for facilities and storage of equipment and supplies.
- **Equipment Upkeep & Maintenance:** Develops and manages a maintenance schedule for all equipment, including power tools, vehicles, and construction equipment. Creates and maintains inspection logs and daily safety check logs for vehicles and equipment, and maintains those throughout the year. Ensures tools remain sharp, safe, and operable. Repairs and troubleshoots electrical system issues and upkeep on machines and trailers (fuses, bulbs, rotted wires, etc.). Maintains and lubricates bearings and gears regularly depending on the amount of use. Sharpens saw blades according to a schedule.
- **Repairs:** Makes light repairs to equipment as needed; develops and maintains a list of qualified businesses for major or licensed repair needs; is responsible for delivery of equipment for repair and for pickup when repairs are complete. Is responsible for oil changes and general repair and maintenance as needed for all equipment (oil, transmission fluid, hydraulic fluid, water/fuel separator filters, etc.).

Required Skills and Experience

- Experience managing small construction projects.
- Minimum four years paid experience in maintenance of electrical, mechanical, or other systems, or related work in the construction or agricultural industry.
- Basic carpentry skills and ability to use hand tools.
- Basic equipment repair and maintenance.
- Proficiency in auger, chainsaw, backpack blower, and similar equipment (both use and maintenance). All blade sharpening for different applications (chainsaw, edger, mower and chipper blades).
- Have a class C driver's license.
- Experience operating and maintaining tractors, riding mowers, brush hogs, and pickup trucks. Ability to operate a small farm tractor, load it onto a trailer and tow with a standard truck.
- Experience with Microsoft Office Suite, including Word, Outlook and Excel.
- Experience managing contractors and interacting with the public.
- Project management skills: Ability to prioritize tasks, develop timeframes, and complete tasks within timeframes.
- People management: Ability to lead others in assigned tasks, and work well with volunteers.

Preferred Skills/Knowledge

- Bilingual in English and Spanish.
- Experience with general facility, trails, tools and landscape maintenance.
- Basic mechanical, plumbing, and electrical skills.
- Experience working with project management software.
- Experience working with OSHA safety requirements.
- Experience with facilities maintenance; off-the-grid power system experience is ideal.
- International Society of Arboriculture Tree Risk Assessment Qualification.
- Experience with trail construction or maintenance.
- Experience with reading building plans and blueprints, sketches/drawings, and operation manuals, as well as project guides.
- Experience operating and maintaining other heavy equipment such as: mowers and attachments, skid steer, excavator, dump truck, backhoe, etc.

Physical Requirements

- Ability to do physical work related to various maintenance and fieldwork activities.
- Ability to walk over hilly and/or difficult terrain for one to two miles.
- Ability to lift and carry tools and heavy (50-100 pounds) field equipment.
- Willingness to work in all kinds of weather conditions and endure biting and stinging insects.
- Ability to drive for local and regional travel.

Attributes

- Good problem solver
- Strong and clear communicator
- Handy with tools and equipment
- Works well with a team or independently
- Strong and reliable work ethic: Highly organized, detail-oriented, and self-motivated
- A belief in the mission of the organization
- Appreciation for the natural world