****

**Program:** Land Management

**Position Title:** Maintenance Worker(TEMP)

**Exempt/Non-exempt**: Non-exempt

**Salary Range:** Band B Step 10 – Step 17($22.39/hr to $27.54/hr)

**INTRODUCTION**

This position serves as a Maintenance Worker for the Clackamas Soil and Water Conservation District (District). This is an “At-Will”, non-exempt temporary position subject to the General Employment Policies of the District. This position is not-to-exceed 6 months. The appointment may be extended without further announcement. Maximum total appointment will not exceed 2 years.

Clackamas Soil and Water Conservation District is a local unit of government that operates as a Special District of Oregon. The District is governed by a board of locally elected directors and receives its funding through a permanent tax rate, contracts, and grants.

The typical seasonal work period is February - October but can change these months due to weather conditions, project needs, or funding. Anticipated start date: August 15, 2022

**Note:** Temporary Employees accrue paid wellness leave beginning on the first day of employment and may use accrued wellness leave beginning on the 91st day of employment. Temporary Employees accrue wellness leave at the same rate as other hourly employees. They are not eligible for benefits.

**ESSENTIAL DUTIES**

**60% Facilities & Fleet Management**

* Ensure that the exterior of the Conservation Resource Center and all other CSWCD facilities are safe, orderly, and in good repair.
* Coordinate with the Land Management Program Manager in performing, seeking permits for, and assisting in the oversight of contract work for maintenance, repair, and improvements on the exterior of the Conservation Resource Center, outbuildings, Eagle Creek Community Forest, and all other properties owned or managed by CSWCD.
* Attends Safety Committee meetings when appropriate.
* Perform routine maintenance and repairs to equipment (e.g., tools, implements, small engines, and tractors).
* Work with Land Management Program Manager and other staff on equipment and building safety inspections.
* Operate tractors, implements, and other machinery following manufacturer safety guidelines and best practices for safety.
* Perform farming and forestry field operations including but not limited to vegetation management, fence installation, maintenance and repair, field irrigation, road repair and maintenance, fertilization, and cropping.
* Works with Land Management Program Manager to suggest improvements to facilities and equipment systems that improve performance and reduce environmental impact and cost.
* Performs or coordinates service for routine maintenance and repairs to CSWCD-owned vehicles

**30% Equipment Rental Program**

* Oversees all aspects of the equipment rental program
* Interacts with renters for reservations, compliance and understanding of rental agreements, troubleshooting problems, and payment procedures.
* Help renters in the operation and proper use and cleaning of rental equipment.
* Works with outreach staff to help promote the program.
* Develops, documents, and maintains rental equipment maintenance schedule and performs routine cleaning, maintenance, and repairs to the rental equipment.
* Maintains all administrative program documents and updating of program documents, as necessary.
* Be accessible via phone during regular district hours for program support.
* Other duties as agreed upon.

**10% Other Responsibilities**

* Respond to internal and external customer needs by providing accurate, timely, and understandable information in a professional, courteous, cooperative, and respectful manner.
* Actively participate and contribute to equity-related efforts.
* Other duties as assigned by Land Management Program Manager.

**SUPERVISORY CONTROLS**

The Maintenance Worker is directly supervised by the Land Management Program Manager. All District employees are subject to the policies and procedures of the Clackamas Soil and Water Conservation District as overseen by the District Manager under the authority of the Clackamas Soil and Water Conservation District Board of Directors.

The Maintenance Worker receives assignments in the form of broad functional responsibilities and overall objectives. The Maintenance Worker fulfills these duties with a level of independence and initiative to resolve problems with or without supervisory consultation, uses sound judgment and discretion in determining which issues or problems should be brought to the attention of the Land Management Program Manager, and plans work in advance and submits work plans to the Land Management Program Manager for review. The Program Manager will be available to discuss problems or concerns.

The Maintenance Worker is non-supervisory and is not responsible for the supervision of other employees.

**KNOWLEDGE, SKILLS, AND ABILITIES**

* Knowledge of and experience working with agricultural operations and associated equipment.
* Knowledge of motor vehicle and agricultural equipment maintenance and repair
* Knowledge of agricultural and land conservation practices in the Pacific Northwest.
* Strong organizational, time management, and project management skills.
* Strong written and verbal communication skills. Must be proficient in English (oral and written) for communicating with staff, contractors, and partners.
* Skilled in the treatment of non-native and invasive vegetation using integrated pest management techniques.
* Ability to be self-motivated and capable of working well, alone or with others.
* Ability to multi-task efficiently and switch priorities as needed.
* Ability to work professionally and effectively with diverse groups and individuals.
* Ability to provide excellent customer service to the public.
* Commitment to the principles of diversity, equity, and inclusion.

**Desired Knowledge, Skills, and Abilities:**

* Knowledge of basic infrastructure construction and the maintenance and repair skill sets associated with facilities
* Basic computer skills, including the ability to use the Microsoft Office suite of applications.
* Comfortable using common technology, able to use a smartphone for communication.
* Well-connected within the local agricultural community and familiar with existing farmer resources.
* Ability to work effectively with contractors and others to maintain facilities, vehicles, and equipment.
* A solid understanding of resource stewardship and best management practices on a farm.
* Comfort working with hand tools, power tools, and heavy equipment.

**Education/Training/Experience:**

* Experience in the field of working lands or agriculture is preferred but not required.
* At least 3 years of experience in farming or related field required.

**ESSENTIAL PHYSICAL ABILITIES AND WORKING CONDITIONS**

* The work includes a range of activities from extended office work to arduous field work involving working outdoors in variable weather conditions, moderate to strenuous physical exertion, and long hours often in remote locations in and around equipment or machinery.
* The position has the possibility of a 40-hour work week, but work hours can be negotiated. Workdays and work hours will normally be Monday through Friday, 8:00 am to 4:30 pm. The employee may have to respond to work weekends.
* To perform the duties of this position, the Maintenance Worker must serve as an incidental motor vehicle operator during daylight hours, after dark, and during inclement weather. To carry out these assigned duties, a current and valid Oregon driver’s license is required.
* The Maintenance Worker shall perform all duties in a prudent and sensible manner, following established protocols that ensure safety.
* Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direct Supervisor/Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The Clackamas Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an Equal Opportunity Employer.*