



for the love of nature™

Cibolo Center for Conservation Position Description

Landscape and Facility Maintenance Assistant

Part Time – 20 hours a week

The Cibolo Center for Conservation & Farm's mission is conservation of natural resources through education and stewardship. We provide programming & visitor experiences for children, youth, adults and families while protecting vanishing natural areas.

Job Description

The Landscape and Facility Maintenance Assistant performs duties on the Cibolo Nature Center and Herff Farm campuses. This position reports to the Building and Grounds Manager and Operations Manager.

20 hours per week, Monday - Friday. 9am – 1pm. Times may vary with extra hours when needed.

Skills and Experience Needed

This position requires well rounded diverse experience in landscaping, general building maintenance, carpentry, plumbing and minor construction. Must be a motivated self-starter, respectful team player and possess problem solving skills. Most of the work takes place outdoors, and requires the ability to lift, bend, carry, climb ladders, etc.

Essential Functions

- **Building and Grounds** – Meet with manager at the start of the day to check calendar and receive work orders. Most of the work will involve weed eating, mowing, watering trees and general landscaping including work in the education garden as needed. Some general maintenance and repairs will be required as directed, such as keeping golf carts clean and batteries filled, painting and/or staining buildings and benches, maintaining and cleaning landscape equipment, mowers, tools, tractor etc. You may work to assist in land management activities including trail maintenance, removal and control of invasive plants and trees, tree trimming etc. Other duties will include sweeping and blowing walkways,
- **Events** - Coordinate with manager and Event Coordinator to set up for special events and rentals.
- **Major Events** - Assist and be present for all major events. Work with Event Coordinator to ensure set up and tear down meets standard. Assist with logistical planning for smooth execution of major events.
- **Facility**- Performs general maintenance and housekeeping as directed by manager to include: sweeping, leaf blowing, event preparation, cleaning windows
- **Inspects** facility and grounds daily for repairs and upkeep and reports needs to manager.

Knowledge, Skills & Ability Requirements

- Graduation from an accredited high school or GED
- Proven relevant work experience
- Strong verbal and written communication skills that balance professionalism, diplomacy and compassion
- Ability to work weekends and holidays as needed
- Ability to take direction

- Ability to perform strenuous physical labor in outdoor setting, including in inclement weather
- Must be able to bend, stoop, lift, carry, climb and work on a ladder
- Can safely operate vehicles and equipment
- Must possess a valid State of Texas driver's license
- Must be able to pass a background check

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