ORGANIZATION
The Wildlands Conservancy (TWC) is a private nonprofit public benefit organization whose mission is to preserve the beauty and biodiversity of the earth and to provide programs so that children may know the wonder and joy of nature.

LOCATION
The Oak Glen Preserve, a 909-acre nature preserve located in Oak Glen, CA.

THE POSITION
The Garden Technician assists in the general maintenance and care of the garden on the north side of the Oak Glen Preserve. Duties include: following planting plans, including bed preparation, post-planting care, renovation, weeding and watering.
Primarily an outdoor position working in all weather conditions; requires regular and punctual attendance.

ESSENTIAL FUNCTIONS
Maintains Garden, and grounds, including weeding, pruning, mulching, and watering.
Assists in the planting of trees and native plants, garden plan execution, bed and plant preparation, and cleaning and upkeep of pond feature.
Installs and keeps garden interpretive signage clean.
Operates gas powered equipment (primarily leaf blowers & weed whips) and a variety of hand tools.
Assist in clearing and maintaining garden trails. Assists in habitat restoration programs for oak woodlands, riparian corridors, native gardens, and manual eradication of exotic plants using hand tools and perseverance of the task.
Responsible for watering the garden and assisting with installation and maintenance of water and irrigation systems.
Assist Rangers and education staff with seasonal or special event crowd management during times of heavy traffic on the preserve.
Keeps all work areas clean and orderly using good housekeeping techniques, returns tools to their proper storage space after use. Operates and maintains tools, equipment, and vehicles in a safe manner. Follows proper safety standards, practices and procedures at all times
Cleans up debris and removes litter, maintains the Garden to create a well maintained state.
Effectively relate TWC's mission to the general public and interact positively with visitors, residents, and community groups. Greets visitors, provide access and other information to the general public, ensures their safety, and enforces Preserve rules and regulations. Engages visitors to sign up for our Behold the Beauty Association.
Demonstrates good people and communication skills, and works cooperatively with others.
Immediately informs rangers or management of any emergencies, incidents, safety concerns, or maintenance needs.
Reports all necessary repairs and safety hazards upon discovery.
Performs other duties and special projects relating to land stewardship as assigned.

QUALIFICATIONS
• Related garden maintenance experience.
• Knowledge of plant taxonomy and native plants, pond ecosystems.
• Ability to operate a motor vehicle, possession of a valid California Driver License, and ability to be insured under TWC's auto insurance policy per the Driver Acceptability Standards. Pass Live Scan criminal history background check, physical, and drug screen (post-job offer).

COMPETENCY REQUIREMENT
• Communicate effectively with co-workers and the public.
• Work with minimal direct supervision.
• Work with volunteers and lead group projects.
• Effectively interact and engage with visitors.
• Positive, upbeat, and enthusiastic about working in a non-profit environment.

PHYSICAL DEMANDS
• Perform outdoor work in all weather conditions, and a variety of altitudes.
• Walk a minimum of six miles on uneven terrain. Lift, carry, pull and push a minimum of 50 pounds. Perform routine standing, sitting, reaching, bending, kneeling, speaking, hearing, seeing, operating a motor vehicle; perform standard work functions such typing, learning, speaking on radio, telephone, and in person.
• Perform all landscape maintenance tasks including operating weed eaters, and mowers; weed, rake, shovel, dig; install and maintain irrigation systems.

COMPENSATION & CLASSIFICATION
Starting pay is $17-$18.00 per hour, depending on experience. Non-exempt, part-time (16-hours per week). Benefits include paid sick, bereavement, jury duty leave, 401k with 3% match, employee assistance program (EAP), and access to Wildlands amenities. In accordance with California's pay transparency requirements, the pay scale for the position is $17-$20.00 an hour.

EQUAL OPPORTUNITY EMPLOYMENT
The Wildlands Conservancy is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship (including those who hold a driver's license granted under vehicle code 12801.9), physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, reproductive health decision-making, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws. We are dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

AT-WILL EMPLOYMENT
This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Employment with The Wildlands Conservancy is on an “at-will” basis. This means employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect an employee's right to leave Wildlands at any time, with or without notice and with or without cause. Additionally, the terms of employment at TWC, including but not limited to, promotion, demotion, discipline, transfer, compensation, benefits, duties, and location of work may be changed by Wildlands at any time, with or without notice, and for any or for no reason.

Nothing in this document should be understood as creating a contract, guaranteed or continued employment, a right to termination only “for cause,” or any other guarantee of continued benefits or employment.

HOW TO APPLY
To be considered for this position email your cover letter expressing why you make the ideal candidate along with your resume to jobs@wildlandsconservancy.org.