



Flat Rock Brook Nature Association

443 Van Nostrand Avenue, Englewood, NJ 07631
201.567.1265 • Fax 201.567.0399 • www.flatrockbrook.org

Job Announcement Part-Time Park Maintenance Worker

The Organization:

Flat Rock Brook Nature Association is a nonprofit organization whose dual mission is to provide environmental education programs to the public and to properly maintain the 150 acres under our supervision. The preserve includes 3.6 miles of trails traversing diverse habitats including pond, stream, meadow and forest ecosystems. Through hands-on classes at our facility and in schools, public programs, scout walks and more, Flat Rock Brook educates more than 5,000 people and receives approximately 50,000 visitors to our preserve annually.

Purpose of this position:

To help maintain the organization's facilities, including our building structures, Picnic Area complex, and landscaped and forest areas throughout the preserve. Special care is to be taken to ensure the public's safety while following best environmental practices.

Job Responsibilities:

- Maintain the Nature Center headquarters building and other structures in a safe, environmentally friendly manner
- Perform regular building and facilities maintenance as needed
- Perform regular landscape maintenance around headquarters building, Native Habitat Gardens, and Picnic Area
- Provide snow removal from walkways, patio, and boardwalk after all snow events
- Maintain the Picnic Area building and facilities
- Work with electrical, plumbing, tree service, HVAC, and other necessary contractors to keep buildings and land preserve safe and efficiently maintained at all times
- Maintain in good working condition all hand tools, power tools, utility vehicles, etc.
- Purchase needed building and land maintenance supplies
- Coordinate trash and recycling collection
- Implement invasive plant species control techniques under supervision of the Land Manager
- Coordinate, in collaboration with Land Manager, volunteer groups and projects
- Protect native wildlife and plant life and sustain their healthy growth
- Work with volunteer Gardening Committee to improve landscaped areas around the building, Native Habitat Gardens, and Jones Road Picnic Area
- Help to maintain hiking trails year-round, under supervision of Land Manager. Keep trails passable and safe; prune hazardous branches; cut down hazardous trees; provide appropriate erosion control techniques
- Maintain trail structures; i.e. bridges, boardwalks, signposts; woodchip appropriate trails; maintain clear blazes
- Setup and breakdown for FRB programs and meetings and for building rentals

Qualifications:

- Minimum: high school degree with experience in parks and recreation, forestry, environmental studies or related field desirable
- Valid state driver's license and safe driving record required
- Ability to meet the necessary physical requirements to complete job responsibilities
- Ability to work independently (under general supervision of the Land Manager)
- Basic carpentry skills and experience in trail maintenance and use of power tools/equipment preferred
- Good verbal communication skills required
- Good computer skills, and familiarity with GPS/GIS desirable
- Ability to work with volunteers
- Willingness to work some evenings and weekends and be available to assist during particular special events and weather events
- Flexible work hours are possible and will be negotiable in hiring process

Compensation:

Commensurate with experience. Retirement plan available.

How to apply:

Mail, fax, or e-mail resume and cover letter to:

Stephen Wiessner, Executive Director
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