

FOX CITIES ENVIRONMENTAL LEARNING CAMPUS  
AT BUBOLZ NATURE PRESERVE  
POSITION DESCRIPTION

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## **Groundskeeper**

The Groundskeeper of the Bubolz Nature Preserve will primarily focus on the physical up-keep and maintenance of the property and its assets. This position will work under the direction of the Property Manager and report to the Executive Director.

***The responsibilities of the Groundskeeper include the following:***

- 1) maintain the trails, buildings, equipment and all other items related to the Preserve's physical facility
- 2) perform seasonal duties such as: snow removal, trail grooming, collecting/cooking sap, mowing, planting, fire tending and cleaning of facilities
- 3) manage the natural areas of the Preserve in coordination with the Executive Director through conservation and restoration practices
- 4) coordinate and work with staff on volunteer opportunities that exist for corporations, service organizations, youth groups, and preserve volunteers
- 5) the development and implementation of an annual invasive species work plan throughout the calendar year
- 6) manage onsite volunteer efforts to effectively utilize the time and talents of individuals or groups
- 7) promote stewardship through the land ethics practiced onsite, including conducting annual public workshops
- 8) participate in the planning and/or staffing of special events
- 9) provide outstanding customer service through visitor contact both in person and on the phone
- 10) work some evenings and weekends throughout the calendar year
- 11) perform general tasks as needed and requested

**Qualifications**

- 2+ years experience/education in land management with a focus on restoration and conservation
- a background and experience in general maintenance
- mechanical aptitude in the performance and maintenance of equipment
- the ability to operate tools and equipment related to the maintenance of the physical facility (tractors, chainsaw, power tools, etc.)
- possess a valid WI Driver's License with a good driving record
- ability to lift and carry 50 pounds at least 100' and work on ladders up to 15'
- ability to climb, balance, bend, reach and rotate trunk while maintaining a constant work pace