

BUBOLZ NATURE PRESERVE
POSITION DESCRIPTION

Property Manager

The Property Manager of the Bubolz Nature Preserve will primarily focus on the physical up-keep and maintenance of the property and its assets under the leadership and direction of the Executive Director. This position will also touch upon all aspects of the preserve's operation, mission and goals.

The responsibilities of the Property Manager 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, 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 or facility maintenance
- mechanical aptitude in the performance and maintenance of equipment
- the ability to operate tools and equipment related to the maintenance of the facility and grounds
- 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
- the ability to effectively communicate the preserve's mission and purpose and interpret the natural features of the preserve