

FT NRT PROPERTY & MAINTENANCE STEWARD POSITION

PLEASE READ ENTIRE DOCUMENT FOR POSITION INFORMATION AND APPLICATION INSTRUCTIONS

The Natural Resources Trust of Easton is currently accepting applications for a full time, year round Property and Maintenance Steward for the NRT's Sheep Pasture property. This is a great opportunity for someone interested in working outdoors and willing to use their skills to meet the diverse needs of a non-profit land trust located on a historic conservation property. The Trust encompasses a wide range of activities and opportunities for the community at its 154 acre flagship property, Sheep Pasture.

Position requires a wide variety of tasks, including, but not limited to:

- Operation of property maintenance, landscaping, and land management equipment (hand tools and power tools, as required)
- Operation of larger power equipment (such as mowers, agricultural equipment, or similar)
- Grounds keeping, including snow removal, in public areas of the property, including lawns, gardens, community gardens, driveways, walks, etc.
- Property and building maintenance including painting, light plumbing, building repair, etc.
- Land stewardship of multiple properties, to include trail clearing, monitoring of conservation restrictions, and similar tasks
- Work cooperatively with the Agricultural and Property Steward as needed to organize and complete tasks, including: large animal care, haying, property maintenance, snow clearing, acquisition of quotes for projects and purchases, oversight of contractors, volunteers and community groups, and similar
- Assist other NRT staff with preparation and staffing for Trust's events, programs, camps, and visitors throughout the year
- Work with the Executive Director and Agricultural Property Steward to prioritize tasks, coordinate and complete projects independently and as a team, and receive quotes from outside as necessary for work
- All other tasks as assigned.

Hours of employment generally are 8 am – 4 pm and **the regular weekly schedule for this position will be Tuesday through Saturday, with rotating holiday coverage**. Some flexibility in daily start/ end times may be possible. ***Weekend day(s) are required for this position as part of the regular schedule; holiday hours are required on a rotating basis with other staff members.*** Emergency changes in schedule may be required to address the needs of the Trust, such as during snowstorms, for animal emergencies, and similar.

The successful candidate will be responsible for independently completing a variety of outdoor tasks in all weather conditions, as well as working as a team with other staff when required. Position entails the majority of time to be spent outdoors, with moderate physical labor required daily, sometimes on unimproved grounds or trails.

The position works under the direction of the Executive Director and in cooperation with the Agriculture and Property Steward.

Supervision duties: Minimal supervision of volunteers, interns, or other seasonal staff may be required throughout the year. May provide oversight of contractors doing work on behalf of the Trust. Public interaction is frequent throughout the property. This position does not supervise or evaluate any other staff.

Benefits are available for this position in accordance with NRT policies and MA regulation as required.

Position is non-exempt and pay rate is dependent on experience. Relocation assistance is not available for this position.

Qualifications:

Candidates must be 18 years old or older and have 2+ years of previous work experience with safe operation of outdoor/grounds keeping/ landscaping tasks and equipment in a professional capacity. Should have an interest in learning new skills.

Willingness to work in direct contact with large and small animals is required; previous work with horses, cows, sheep, or other large animals helpful, but will train the right candidate. Please note, although some animal work is included, **the majority of duties in this role are not related to animal husbandry.**

Experience in building maintenance/light construction/ trades is preferred.

H.S. diploma required; some college or additional trade training preferred. Basic computer skills, including use of email, Google Calendar, and similar tech required.

Position requires work in all outdoor conditions throughout the year and ability to lift objects 50 pounds safely. Work often takes place in outdoor environments that are uneven or uncleared. Must have the ability to participate in all tasks in accordance with safety requirements and procedures of the Trust.

The Trust maintains many programs on large properties for the good of the community. Ability to work independently and demonstrate a high level of personal responsibility for a task well done are important. A can-do attitude and a willingness to work cooperatively with others on a small staff are necessary for the successful candidate. Flexibility with scheduling to meet the needs of the Trust is required periodically throughout the year, and attendance at events is required periodically.

Reliable personal transportation is required, as is a valid MA license; RMV records will be subject to review in accordance with policies and regulations. Successful candidate must live within accessible commuting distance to Easton, MA. Public transportation to the location is not available by bus or train.

All NRT employees and successful candidates are required to complete criminal and sexual offender background checks in accordance with NRT policies and local, state and/or federal law.

DIRECTIONS TO APPLY ARE BELOW:

To apply please send introductory email/cover letter, resume, names and contact information for three professional references, and transcripts/certificates (if applicable) to jcumings.nrt@gmail.com. Please include “ 2022 FT Property and Maintenance Steward Application” in subject line and submit required documents as attachments to your email.

Rolling review of applications and interviews for selected candidates will continue on an ongoing basis until the position is filled. Incomplete applications cannot be reviewed by the committee. **In person interviews will be required of all selected candidates in order to be considered.** The NRT will only contact candidates who are selected for the interview process. Please note that it may take time to respond to applications. No phone calls, please.

For more information about NRT of Easton and Sheep Pasture, visit online at www.nrtfeaston.org.

Job Type: Full-time, year round

Covid-19 policies are in place for the protection of staff and visitors. More information about the NRT's Covid policies will be discussed during the interview process.

Not eligible for remote work