

# NORTH OLYMPIC Land Trust



*Farms • Fish • Forests*

## **Property Management Technician Job Description**

### Mission

Founded in 1990, North Olympic Land Trust is a non-profit conserving the land and natural resources that continue to be the foundation of our culture, economy, and way of life on the North Olympic Peninsula. The Land Trust is dedicated to the conservation of open spaces, local food, local resources, healthy watersheds and recreational opportunities. We strive to conserve the farms, fish and forests that improve our community.

### Position Summary

Based in Port Angeles, on the beautiful Olympic Peninsula, the Property Management Technician is a temporary, seasonal (May to September), 20-hour per week, non-exempt position that reports to the Land Manager and serves as the principal staff member working on maintaining the Land Trust's fee-simple properties.

Specifically, the position will:

- Assist in ensuring Land Trust owned properties are safe, clean and inviting to the general public.
- Perform property maintenance tasks including, but are not limited to, noxious weed control, vegetation control, tree and shrub planting, trash pickup, trail construction and maintenance, road maintenance, construction and maintenance of other infrastructure, sign development and installation.
- Utilize, train, and manage volunteers to assist in land management projects.
- Support the Land Manager in other land management and stewardship tasks as needed.

### Qualifications

- Working knowledge of Pacific NW native species, management of common invasive weeds, common land management issues, and restoration techniques.
- Ability to access remote areas on uneven terrain.
- Proficient and demonstrated experience using GPS to collect field data.
- Good orientation skills, including the ability to read and interpret maps, including surveys.
- Skilled with ArcMap, ArcView, ArcPro or ArcGIS Online data management and mapping preferred.
- Proficiency with computer operations in a Windows environment and Microsoft Word, and experience with database software.

- Ability to work independently and as part of a team.
- Organized, detailed, and able to prioritize and manage multiple tasks simultaneously with minimal supervision.
- Experience with mechanical treatments or the application of herbicides to control invasive species. A current or previously held WSDA Pesticide Applicators License (or other state license), preferably with an aquatic endorsement, is desired.
- Certified chain-saw operator or considerable previous chain-saw experience.
- First Aid/CPR certification preferred.
- Ability to safely drive large vehicles.
- Valid, insurable driver's license required.

### Physical Work Requirements

This position is subject to activities beyond typical indoor environmental conditions of a professional office setting. The essential physical requirements of this position include:

- Capable of lifting up to 35 pounds of mass occasionally and/or to frequently lift, carry, push, pull, or otherwise move objects.
- Ability to safely and correctly use hand tools associated with restoration and other property work, and ability to instruct and supervise others in the use of same tools.
- Travel over a variety of terrain, including, but not limited to, steep grades, stairs, wet ground, etc.
- Ability to sit or otherwise remain in a stationary position at a computer workstation or desk to complete office duties, meeting, trainings, etc.
- This position includes travel that may require use of a personal vehicle.

### Compensation

\$22 per hour

### How to Apply

Please send a cover letter and resume to [opportunities@northolympiclandtrust.org](mailto:opportunities@northolympiclandtrust.org). Include "Property Management Technician" in the subject line. No recruiters please. Open until filled; applicant review will begin on March 11, 2024.

### Equal Opportunity Statement

North Olympic Land Trust is committed to providing an environment of mutual respect where employment opportunities are available to all. We believe that diversity and inclusion are critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool that shares these commitments.