DEEP PORTAGE LEARNING CENTER

JOB TITLE: Facilities Worker

REPORTS TO: Assistant Director

WHO WE ARE

Deep Portage Learning Center is a renowned outdoor education learning center in Hackensack, Minnesota. We provide high-quality outdoor recreation and environmental education experiences to over 6,000 students a year. Through the exploration of woods, water, and wildlife, Deep Portage prepares and inspires learners of all ages to sustain and celebrate our natural world.

PURPOSE OF JOB

The purpose of this position is to operate a sustainable wood heating system for an environmental education center, maintain skiing and hiking trails, maintain a safe campus and grounds, and assist with campus maintenance. This includes responsibilities for: routine, annual and emergency maintenance and improvement of buildings, grounds, vehicles, equipment, and infrastructure.

JOB CLASSIFICATION: *Part-time, non-exempt (20-25 hrs/wk, $18-20/hr)*

WORK SCHEDULE: Monday-Friday, 7am-11am

ESSENTIAL FUNCTIONS

- Safe operation of wood gasification system for campus building heat
- Prove high quality facilities and campus maintenance for our buildings and trail maintenance for programming
- Ability to safely operate vehicles and power equipment
    - Valid Driver's License and clean driving record
- Ability to work the assigned shift
- Ability to independently safely use all equipment (vehicles, trailers, power tool, snowplow, etc)
- Ability to carry out instructions independently

EXPERIENCE, SKILLS AND KNOWLEDGE REQUIREMENTS

- Ability to work independently as well as in a team-oriented environment
- Excellent problem-solving, decision-making and prioritization skills.
- Comply with organization safety regulations and demonstrates personal safety awareness.
- Clear verbal communication skills
- Creative, flexible, and strong initiative
- An interest and commitment to outdoor conservation and renewable energy
- Desire to maintain a healthy community and workplace
- Ability to work well with people of diverse backgrounds, experiences, and perspectives

- Must have reliable transportation to and from work to navigate County road during snowy and wintery conditions
- Preferred Experience:
    - Proficient in backing a trailer
    - Proficient in safely operating power tools such as chainsaws and brush cutters
    - Experience operating ATVs, snowmobiles, and tractors
    - General maintenance experience such as minor plumbing, carpentry, and other building skills.

PHYSICAL REQUIREMENTS

- Ability to travel 5+ miles per day on uneven terrain
- Ability to work outside in all weather conditions (cold, snow, rain, heat, insects)
- Ability to repetitively lift up to 25 pounds, frequently lift up to 50 pounds, and occasionally lift over 50 pounds
- The employee is regularly required to stand and walk; use hands to handle or feel; reach overhead with hands, arms and shoulders in all directions; stoop, kneel, crouch, or crawl
- Noise level is usually moderate, but can be loud at times

PRINCIPLE ACTIVITIES/DUTIES

Wood Heating System (50%)

- Daily start-ups and adding wood to wood gasifiers once per hour
- Loading and hauling firewood using a truck and trailer
- Stacking firewood
- Start and run building fireplaces
- Restock fireplace and campfire wood
- Clean wood heating units

Facilities and Grounds (30%)

- Keep walkways, entryways, and vehicle areas clear of debris, ice, and snow using hand tools, snowblowers, tractor, and snowplow
- Clear and mow hiking trails using chainsaws, brush cutters, etc.
- Clear snow off solar arrays
- Building maintenance (excludes major plumbing and electrical) with hand tools and small power tools on minor plumbing and carpentry projects

Support of Sustainable Campus (20%):

- Develop working knowledge about our net zero, sustainable campus
- Lead renewable energy tours for public groups and school groups
- Communicate with staff members on renewable energy initiatives and goals
- Assist with Deep Portage kitchen as needed

All employees are required to satisfactorily perform the essential functions of their positions. The essential functions listed above are not intended to be construed as an exhaustive list of all

responsibilities, duties, and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This position is contingent upon a background check and driving record check.