



<b>The Job Title</b>	<b>Farm &amp; Facilities Maintenance Assistant</b>
<b>Reports to</b>	<b>Farm &amp; Garden Coordinator</b>
<b>FLSA Status</b>	<b>Regular Part-Time/Non- Exempt (24 -29 hrs/week)</b>
<b>Last Revision Date</b>	<b>February 2024</b>

**About Connolly Ranch Education Center:**

Connolly Ranch Education Center based in Napa, California is a leader in discovery-based education, instilling a deep respect for the environment, a strong understanding of farming and sustainability, and a love for the natural world. At Connolly Ranch, kids and families learn about farm life, the role of animals, ecology, sustainability, and an appreciation for nature. We teach organic gardening, the sources and benefits of healthy foods and knowledge of how nature works to sustain us. Connolly Ranch supports a diverse community with more than 10,000 people visiting each year through field trips, family classes, events, early childhood and grade school programs, high school internships, seasonal camps, and open farm days.

**Position Overview:**

The Farm & Facilities Maintenance Assistant is a key staff member of the Farm & Facilities team and reports directly to the Farm & Garden Coordinator. This position is responsible for the upkeep and ongoing maintenance of the buildings and structures and outdoor classrooms that includes the farm, garden, greenhouse and wildspaces.

**Major Tasks, Duties and Responsibilities:**

- Perform perimeter and facilities safety check, sweep children’s bathrooms & clear toilets, fill soap dispensers at handwashing stations, sweep the patio steps, power wash or hose down the patio weekly or as needed, and report any issues.
- Work with Farm & Garden Coordinator performing weekly cleaning of all animal housing and enclosures and ensure stalls are clean, safe, and maintained for educational program access and interaction.
- Ensure the outdoor classrooms are prepared for programs and special events as needed.
- Responsible for the weekly cleaning of patio kitchen including sink, countertops, microwave, floors.
- Perform weekly trash collection and maintain bin cleanliness.
- Operate, maintain, and repair, and farm machinery and landscaping equipment including a tractor with attachments, RTV, rototillers, weed eaters, blowers, propane heaters, and hand and power tools.
- Manage and maintain ranch water systems including well, water tank, and irrigation systems.
- Perform handyman repairs including carpentry, plumbing, heating, and electrical systems.
- Perform general groundskeeping including trim trees, blackberry bush removal, trail maintenance, weed eating, raking, clean gutters, sweeping decks, etc.

- Maintain and organize feed, stack bales. Feed the animals per an established schedule or as needed. Move animals from barns to grazing areas and back as needed.
- Work with the Farm & Garden Coordinator to build and/or repair garden structures including raised garden beds and pathways, install signage, maintain garden and animal fencing and gates, repair/install irrigation systems.
- Setup and breakdown structures and areas for community and fundraising events.
- Other tasks and duties as assigned.

### **Knowledge, Skills, & Attributes**

- Trustworthy, reliable, professional, adaptable, and organized.
- Desire to be part of a small team that embraces a can-do approach and positive attitude.
- A highly motivated worker who can work well with others, take direction, problem-solve, and make thoughtful decisions that best serve our mission.
- Ability to work in an outdoor educational environment that predominately serves children and families.
- Comfortable working with farm animals including goats, sheep, pigs, chickens, donkeys, and miniature horses.
- Ability to operate and maintain farm machinery and landscape equipment.
- Knowledge of carpentry and basic construction techniques.
- Knowledge of plumbing, heating, and electrical systems.
- Flexibility to provide on-duty coverage on weekends and/or evenings as needed and arranged.
- Willingness to do what it takes to perform emergency repairs when needed.
- Ability to work in all-weather elements.
- Ability to lift 50 lbs. and perform strenuous outdoor tasks related to ranch maintenance and construction. Able to stoop, kneel, bend at the waist, and reach on a daily basis.
- Basic computer proficiency.

**Note:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required and are not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this job.

### **Education/Experience Required**

High school diploma and 5-years demonstrated experience.

### **Work Schedule**

8am to 2pm, 4 days/week

Additional hours as needed for special projects and events.

### **Compensation**

Full-time, hourly salary range \$22 - \$25 based on experience.

Connolly Ranch Education Center does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.