



## *Job Description: Preserve Facilities Working Group*

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### **Purpose**

It is the purpose of the Preserve Facilities Working Group (Working Group) to undertake and support Jefferson Land Trust Preserve infrastructure maintenance and improvement projects in partnership with the Preserve Manager.

### **Background**

Jefferson Land Trust owns and manages permanently protected land in east Jefferson County for the purposes of protecting habitat, agricultural lands, working forest lands, and/or providing public access. Those lands protected for a primary purpose of habitat protection are generally called “Preserves,” whereas lands with invited, developed public access infrastructure are generally called “Ambassador Lands” or “Ambassador Preserves.”

With an increasing demand for public access to permanently protected habitat areas, and an ever-increasing portfolio of Preserves and managed agricultural lands or working forests, Jefferson Land Trust has an ever-increasing responsibility to build and maintain infrastructure related to public access. The kinds of infrastructure Jefferson Land Trust currently maintains and/or builds includes public-access signage posts/kiosks, gravel parking areas, gravel driveways, boundary fencing, metal gates and locks, wooden storage sheds and an open-air picnic shelter. Jefferson Land Trust is also responsible for the capital improvements to two residences owned by the Land Trust, with major repair/maintenance needs related to roofing, wells and water-distribution systems, septic systems, and electrical and heating systems.

### **Overall Responsibilities**

- Undertake simple repairs to Preserve public access infrastructure such as signage kiosks, fencing, storage sheds, etc. as requested by the Preserve Manager
- Assess the status of infrastructure conditions – to include storage sheds, picnic shelters, gates, fences, parking areas and driveways, water, plumbing, roofing, and electrical systems as requested by the Preserve Manager
- Secure cost estimates for larger projects such as re-graveling Preserve parking areas or driveways, and occasionally for major projects such as repairing or replacing roofs and well or septic systems as requested by the Preserve Manager

- Meet with and oversee infrastructure contractors on site, as requested by the Preserve Manager
- Serve as infrastructure maintenance/repair advisors to the Preserve Manager
- Recruit and nominate candidates for the Working Group, appoint a Chairperson from the Working Group members
- The Land Trust will generally provide any necessary tools or materials for repairs, although the Working Group volunteers are welcome to use their own tools

### **Estimated Time Commitment and Meeting Structure**

Meetings will be held as needed. The Preserve Manager will reach out to the Chairperson, who will coordinate with committee members via email or phone calls as needed for advice, and to request support in undertaking simple repairs/maintenance or in securing contractor estimates. This volunteer position is flexible in its timing and demands.

Collectively, we anticipate that the Preserve Facilities Working Group members will add more than 320 hours to Jefferson Land Trust staff capacity over the next five (5) years, with approximately 40 hours/year dedicated to basic infrastructure maintenance and additional major project support.

### **Anticipated Basic Projects Between 2020-2024 Include:**

- Replace signage kiosks as needed
- Coordinate driveway/parking re-graveling at Illahee Preserve, Chai-yahk-wh Preserve, and Duckabush Oxbow and Wetlands Preserve
- Repair and maintain storage sheds and picnic shelter at Illahee Preserve

### **Anticipated Major Projects Between 2020-2024 Include:**

- Install water tank and water distribution system to residence, or coordinate with contractor to accomplish that task
- Coordinate with contractor for water-quality testing and possible cleaning of water system
- Install solar-powered gate opener
- Refurbish old tool shed and convert into education space by replacing windows, door, and damaged siding; build shelving and benches
- Maintain and potentially replace well pump, or coordinate with contractor to accomplish that task
- Coordinate with contractor for replacement of roofs and gutters to one or two residences
- Remove unnecessary or dilapidated outbuildings, as needed

### **Joining the Working Group**

If you are interested in joining the Working Group or learning more about it, please email Carrie Clendaniel at [cclendaniel@saveland.org](mailto:cclendaniel@saveland.org).