



- TITLE:** Maintenance/Custodian
- FACILITY:** Beaver Creek Reserve is western Wisconsin's premier environmental education and outdoor facility located 12 miles east of Eau Claire. Beaver Creek has more than 400 acres of diverse habitat including upland woods, river bottoms forests, wetlands and savannah areas. Beaver Creek Reserve has many structures including, but not limited to: Wise Nature Center, Main Lodge, Cedar Lodge, Cabins, Shower House, Citizen Science Center, and Hobbs Observatory.
- RESPONSIBILITIES:** This position performs a variety of maintenance duties as well as custodial duties at Beaver Creek Reserve keeping the buildings, grounds, and equipment in excellent repair and attractive to visitors. We are seeking a creative thinker and someone that can design and construct miscellaneous projects. Job duties include but are not limited to:
- General upkeep and maintenance of all buildings and trails to include but not limited to the Wise Nature Center, Cedar Lodge, Main Lodge, six Sleeper Cabins and Shower House.
  - Other duties as assigned
- REQUIRED QUALIFICATIONS:**
- Carpentry and/or construction work experience
  - Skilled with using and performing minor repairs on chainsaws, table saw, chop saw, string/blade weed whip, mowers and hand tools
  - Snow removal and trail grooming for cross-Country Skiing
  - Trail maintenance
  - Painting and staining
  - Wood splitting
  - Custodial duties include but not limited to: emptying trash and recycling bins, sweeping and mopping floors, vacuuming, dusting, washing windows and cleaning bathroom toilets, fixtures, urinals, and showers
  - Graduation from high school or equivalent
  - At least 18 years of age and have at least three years' experience of similar work
  - Must possess and maintain a valid Wisconsin driver's license and acceptable driving record
  - Pass a background check
- PREFERRED QUALIFICATIONS:**
- Knowledge of and ability to operate heavy equipment
  - Knowledge of HVAC
- WORK ENVIRONMENT:** Position requires continual walking or standing, climbing ladders, crawling, bending, kneeling, reaching overhead, repetitive motions and regular lifting up to 100 pounds. Work is performed in all weather conditions.
- HOURS AND WAGES:** Average 16 hours per week throughout the year. We offer a variable schedule dependent on the weather conditions and projects. \$15.00 per hour.
- SUPERVISOR:** Executive Director and Operations Manager
- TO APPLY:** **The deadline to apply is April 30, 2024.** Mail or e-mail a letter of interest, resume and three professional references to:  
Kris Bohlinger - Operations Manager  
[kris@beavercreekreserve.org](mailto:kris@beavercreekreserve.org)  
Beaver Creek Reserve  
S1 County Hwy K  
Fall Creek, WI 54742