

Malheur National Wildlife Refuge

Job Description for Maintenance Volunteer

I. Qualifications

An interest or background in working on maintenance type projects (yard work, mechanics, carpentry, etc.). Some of the maintenance projects require minimal (or no) technical skills. Training may be provided to bring the knowledge or skill level to meet the need of the job. Others would require skills.

An interest and an ability in performing physically active work.

A desire to treat volunteer service as a serious responsibility. Volunteers are expected to complete a training program and report for duty on schedule.

II. Duties

Assist maintenance staff with many aspects of the day-to-day maintenance projects.

Assist with special one-time maintenance projects at the field station.

Opportunities are available for volunteers to work on an individual basis, or with other staff and volunteers on the following projects:

- Washing/waxing vehicles
- Minor vehicle maintenance (changing oil, etc.)
- Painting
- Carpentry projects
- Running errands (i.e., buying supplies at the hardware store or lumber yard)
- Trimming trees
- Mowing and running the “weed whip”

III. Obligations

Volunteers to complete a training program provided by the staff.

Volunteers to provide their own transportation to and from the job.

Volunteers to be willing to serve without monetary compensation.

Volunteers to be willing to contribute one month (30 days) and a minimum of 40 hours per week for government housed volunteers or a minimum of 24 hours per week for RV community volunteers.

IV. Supervision

Volunteers will be supervised by the Fish and Wildlife Service maintenance staff or the Volunteer Coordinator. Some projects will require more supervision than others, depending on the difficulty of the project and experience level of the volunteer.

V. Effects

Volunteers have frequent contact with other employees and the general public, other Service personnel, and representatives of other conservation agencies and organizations. Most public contacts are to share knowledge, answer questions, or otherwise improve public understanding of the Service, the field station and environmental issues.

The Volunteer's performance directly affects:

- Public understanding of the U.S. Fish and Wildlife Service, the field station, and environmental problems.
- Visitor's safety and comfort, the Service's public image, and the effectiveness, quality and success of station operations.