

Iroquois National Wildlife Refuge

Job Description for Maintenance Volunteer

Qualifications

An interest or background in working on maintenance type projects (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 technical skills.

An interest and ability in performing physically active work.

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

A valid driver's license if they will be operating a government vehicle. Volunteers are required to complete a defensive driving class prior to operating a government vehicle.

Responsibilities

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

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

There are opportunities for volunteers to work on an individual basis, or with other staff and volunteers on a variety of maintenance projects. Types of projects include:

- Washing/Waxing vehicles
- Minor vehicle maintenance (changing oil, etc.)
- Painting
- Carpentry projects

- Pulling weeds
- Running the "weed whip"
- Cleaning buildings
- Shoveling snow
- Mowing grass
- Clearing brush
- Trimming trees

Obligation

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 report for work on dates and times agreed upon.

Supervision

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

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 station, and environmental problems.

Visitor's safety and comfort, the Service's public image, and the effectiveness, quality and success of operation.

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