



Leichtag Foundation
Job Description
Maintenance Crew Member

Position: Maintenance Crew Member
Status: Regular, Full-Time, Non-Exempt
Hours: 40 hours per week, Monday through Friday
Reports to: Leichtag Commons Operations Manager

Position Overview

The Maintenance Crew Member reports directly to the Leichtag Commons Operations Manager. This person is directed to perform work and tasks related to the day to day operations and maintenances of the grounds of Leichtag Commons. This position is responsible for maintaining a safe, clean environment for the entire property including but not limited to buildings, homes, barns, modular, greenhouses, other structures, farm, ranch, grounds, and other properties for the general operations and Foundation programs.

About the Leichtag Foundation

The Leichtag Foundation (“Foundation”) is a private independent foundation located in Encinitas, California, with a strong interest in advancing the North County coastal region of San Diego where our founders Lee and Toni Leichtag, of blessed memory, lived and worked. The Leichtag Foundation also supports programs in Jerusalem, Israel. The Foundation currently holds approximately \$134 million in assets and has granted about \$100 million since its inception in 1991—more than half of this since becoming independent in 2008. The Foundation focuses its philanthropy on combating poverty and increasing self-sufficiency for residents of coastal North County; supporting and inspiring vibrant Jewish life in coastal North County; stimulating renewal, service, and social activism in Jerusalem, Israel; and building strong connections and relationships between San Diego and Israel.

In 2012, the Leichtag Foundation purchased the former Paul Ecke Ranch in Encinitas, California. The Foundation’s goal for this 67.5-acre agricultural property, now known as Leichtag Commons, is to create a physical platform for the advancement of the strategies listed above and a cultural and community resource for the San Diego region. With breathtaking views of the Pacific Ocean, a network of greenhouses, barns and other structures, and easy access to the public, the property is situated in an ideal North County location.

Essential Job Functions and Duties

- Assist with the maintenance, repair, and cleaning of properties including but not limited to the buildings, homes, barns, modular, greenhouses, grounds, landscape, hardscape, and equipment
- Assist with the pickup and disposal of all debris, junk, litter and clutter left on grounds
- Assist with the collection and disposal of leaves, dirt, rubbish, and refuse from facilities
- Assist with the care of trees, shrubs, vegetation, and flowers by watering, pruning, fertilizing, mulching, caring for beds, and controlling weeds
- Move gravel and dirt as required
- General maintenance, repair, and painting
- Maintain BMP for the Rain and Erosion controls
- Blow off hardscape around the Farm House
- Weekly washing of golf carts
- Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately
- Operate tools and equipment according to prescribed safety procedures

- Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- The supervisor may assign other duties and accountabilities limited to those consistent with the applicable job function

Other Job Functions and Duties

- Report any building, equipment, or property damage to the Leichtag Commons Operations Manager
- Assist with inspections, repairs, and installations of sprinkler systems
- Irrigate grounds as directed by supervisor
- Manage the dumping cycles to present a consistent space of order
- Help keep vehicles, equipment, and tools in safe operating condition
- Inspect and adjust tools and equipment for safety and efficiently and perform preventative maintenance as needed

Qualifications/Experience

- Ability to follow directions and instructions easily
- Ability to use commonly used hand tools including electric and gas powered
- Dependable and reliable
- Exceptional listening and communication skills with sensitivity to cultural communication differences
- Flexible with a willingness to work simultaneously on a wide range of tasks and projects and the ability to prioritize tasks
- High level of self-motivation and at ease working independently when necessary
- Cooperative, service-oriented attitude. Strong team player
- Superior and consistent attention to details
- Poised and works well under pressure
- Able to manage goals and meet deadlines
- Pleasant, diplomatic manner and disposition in interacting with senior management, co-workers, and the general public
- Commitment to continuous improvement
- Available to work weekends on occasion as needed
- Ability to learn new skills as needed
- Demonstrates commitment to the values and mission of the Leichtag Foundation.

Compensation

Salary commensurate with experience. The Leichtag Foundation offers a competitive benefits package.

Typical Working Conditions

Work outside and around moving objects and vehicles. There will be exposure to Southern California outside temperatures, chemicals used in the agricultural industry, and loud noises.

Essential Physical Tasks

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Continual walking on un-even surfaces, standing, climbing, stooping, bending, kneeling, squatting, reaching, and lifting and carrying up to 25 lbs.

Equipment Used

Tractor, mower, weed trimmer, blower, edger, sprayer, garden, farm and hand tools.

How to Apply

Please email your resume to jobs@leichtag.org and state the name of the position for which you are applying in the subject line of the email.

The Leichtag Foundation is an equal opportunity employer.