



Position Summary

Field Operations Specialist

Introduction:

The Palos Verdes Peninsula Land Conservancy (PVPLC) is a nonprofit organization dedicated to preserving land and restoring habitat for the enjoyment and education of all. Working in partnership with local cities, agencies, property owners, and volunteers, PVPLC manages more than 1,700 acres of protected open space across the Palos Verdes Peninsula. Our team is committed to restoring native habitats, improving public access to nature, and inspiring environmental stewardship through education and volunteer engagement.

Position Summary:

The Field Operations Specialist plays a key role in maintaining safe, accessible, and ecologically healthy nature preserves throughout the Palos Verdes Peninsula. Working under the direction of the Stewardship Manager, this position performs trail maintenance, signage and wayfinding improvements, habitat protection projects, infrastructure repairs, volunteer leadership, and general field operations that support PVPLC's stewardship and restoration goals. The regular work schedule is Tuesday through Saturday. This position is ideal for someone who enjoys working outdoors, values environmental stewardship, and takes pride in maintaining public open spaces while engaging volunteers in meaningful conservation work.

Responsibilities:

Stewardship & Trail Maintenance

- Maintain official trails and close unauthorized trails.
- Complete erosion control and trail rehabilitation projects.
- Maintain preserve infrastructure including signs, kiosks, fencing, gates, and trail markers.
- Monitor preserves for safety concerns, vandalism, and unauthorized activities.
- Remove litter and debris from preserves.
- Operate and maintain hand tools, power equipment, and vehicles safely.
- Assist with habitat restoration, invasive plant removal, and native plant installation.

Volunteer Leadership

- Lead weekly Friday volunteer restoration crews.
- Coordinate and lead monthly Saturday volunteer trail workdays.
- Foster a safe, welcoming, and productive volunteer experience.

Operations Support

- Perform basic maintenance of tools, equipment, and work vehicles.
- Assist Stewardship Technicians with restoration and maintenance projects.
- Maintain accurate work records and reports.
- Support special projects and other duties as assigned.

Qualifications:

- Professional, positive, and collaborative work ethic
- Self-motivated with strong organizational and time-management skills
- Experience in trail maintenance, landscape maintenance, habitat restoration, or a related field, or an equivalent combination of education and experience.
- Ability to operate and maintain hand and power tools and equipment
- Good written and verbal communication skills
- Ability to work outside, lift 50 pounds, perform physical labor, and walk up to several miles per day over rough terrain in year-round conditions
- Valid CA driver's license and a good driving record
- Ability to work Saturdays
- Must be authorized to work in the United States

Desired Skills:

- Experience working with volunteers or community groups.
- Experience with PowerPoint and Microsoft Office, Excel, Google Applications and GIS technologies
- Knowledge of California native plants is helpful

Physical Requirements:

- Ability to lift and carry up to 50 pounds.
- Ability to walk several miles over uneven terrain.
- Ability to bend, kneel, climb, and perform repetitive physical tasks.
- Ability to work outdoors in varying weather conditions throughout the year.

Position Type: Full-time. Work hours are 40 hours per week.

Salary and benefits: \$20-24/hour depending on qualifications and experience. Medical, dental, and vision insurance; ten (10) paid vacation days annually; ten (10) paid holidays annually; and 403(b) retirement plan.

To Apply: Please submit a cover letter, resume, and three professional references to info@pvplc.org. Applications will be reviewed as they are received and the position will remain open until filled. PVPLC is an Equal Opportunity Employer. We are committed to creating an inclusive workplace and encourage applicants from diverse backgrounds and experiences to apply.

