



## Notice of Internship

<b>Title:</b>	Facilities Internship
<b>Location:</b>	Duke Farms, Hillsborough, NJ
<b>Reports to:</b>	Facilities and Technology Manager
<b>Status:</b>	Seasonal Internship
<b>Suggested Field(s) of Study:</b>	Facilities Management, Carpentry, Electrical, Plumbing, HVAC, Building Controls, Masonry

---

Duke Farms is a leader in environmental stewardship and inspires visitors to become informed stewards of the land. It is a place of education, enjoyment and research that enhances the environmental health of the region.

Through the beauty of its natural setting, the diversity of its wildlife, and the scope and quality of its educational programs, demonstrations and research, Duke Farms inspires people to transform their approach to conservation and to start building a more sustainable future.

### INTERNSHIP PROGRAM OVERVIEW

Duke Farms offers several internships for individuals interested in pursuing careers in conservation, natural resources, parks management, environmental education, historic site management, and trades. Internships are open to adults over 18 years of age, including recent graduates, experienced individuals, and those looking to obtain new skills.

Internships with Duke Farms provide education, training, and practical work experience to prepare interns for a career in their respective field, while also gaining valuable skills such as communication, working with a team or cohort, problem solving, and non-profit professionalism. Compensation is \$15/hour and housing may be available on a case-by-case basis.

### JOB SUMMARY

This internship is designed to provide a broad introduction to Facilities Management and will include basic introduction to a variety of trades including electrical, plumbing, vehicle and equipment repair, carpentry, and masonry. The intern will also learn about and help maintain a wide array of sustainable technology.

This mission extends beyond the 2,700 acres of farms and forests of Duke Farms to the built environment – the historic and new buildings and infrastructure at Duke Farms. Sustainability initiatives in the built environment include a constructed wetlands wastewater

treatment facility, two LEED Platinum buildings, a 640kW solar array and a natural systems energy plan that provides a viable pathway to zero carbon emissions for Duke Farms.

Reporting to the Facilities and Technology Manager, the Facilities Intern will become a member of the Operations Department at Duke Farms. The Facilities Intern will learn about and assist with the day-to-day maintenance and operational support of the built environment of Duke Farms. This includes, but is not limited to large and small pieces of building equipment, buildings, structures, utilities, roadways, electrical and communications infrastructure, etc. They will also provide support, when assigned, to other areas at Duke Farms. In addition to operational tasks, this individual will assist with the verification of the work of outside contractors and be responsible for ensuring accurate recordkeeping and documentation through the use of a computerized maintenance management system (CMMS) and other computer-based applications.

### **ESSENTIAL INTERNSHIP FUNCTIONS**

- Perform a variety of activities related to repair and maintenance of all aspects of residential and light commercial types of physical structures;
- Troubleshoot, initiate, and complete tasks in a timely, safe and professional manner; maintain work area and equipment in clean, orderly and safe condition;
- Maintain accurate records and documentation of all tasks as directed in the Property's CMMS application, or other applications;
- Plan and organize tasks/projects to meet productivity requirements and customer expectations. Collaborate with, and sometime direct co-workers, vendors, and contractors to ensure work is completed to trade standards and customer expectations;
- Actively communicate with supervisors, co-workers, customers, vendors, contractors, etc. ensuring quality control, and the resolution of concerns promptly and effectively;
- Work to create a positive visitor experience by acknowledging visitors, and handling questions and concerns with speed and professionalism;
- Participate and perform remodeling, redecorating, or other activities in such trade areas as painting, dry wall, carpentry, masonry & concrete, and like tasks as assigned;
- Assume all other reasonable professional duties and responsibilities as assigned by supervisor;
- Perform other related work as required;

### **QUALIFICATIONS**

- Ability to read, comprehend and work from technical documents, blueprints and electrical schematics;
- Proven problem solving and decision-making skills;

- Ability to submit and record assigned work through a computer-based work order system;
- Ability to physically get to the site where work is being performed, and to physically perform required duties, such as lifting, bending, twisting, walking, climbing, reaching, pulling, pushing, standing, manual dexterity, and can include working outdoors in all seasons;
- Ability to interact with co-workers, visitors, volunteers, contractors and consultants in a friendly, professional and supportive fashion;
- Ability to work as a member of a team;
- Excellent verbal and written communication skills;
- Possess a valid driver’s license and clean driving record;
- Ability to take direction and ask questions as necessary;
- Ability and genuine enthusiasm in embracing Duke Farms standards of diversity and equity;

#### **HOW TO APPLY**

Send resume with cover letter to [interns@dukefarms.org](mailto:interns@dukefarms.org). Include your last name followed by “Facilities Intern” in the subject line.

No phone calls or in-person applications, please.

*The Doris Duke Charitable Foundation is committed to inclusive hiring and dedicated to diversity in its work and workplace culture. We provide equal opportunity for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, citizenship, marital status, military or veteran status, disability, age, religion, or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations, and communities to apply.*