



**Duke Farms**

## Notice of Open Position

**Title:** Seasonal Maintenance Technician  
**Location:** Duke Farms, Hillsborough, NJ  
**Reports to:** Facilities Manager  
**Status:** Temporary Seasonal with Opportunity for Regular Employment, Non-Exempt

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Located in Hillsborough Township, New Jersey, 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.

The Doris Duke Charitable Foundation's mission, grantmaking programs, museums and centers are guided by Doris Duke's will and operated through five related philanthropies: the Doris Duke Charitable Foundation, the Doris Duke Foundation for Islamic Art, the Duke Farms Foundation, the Doris Duke Foundation, and the Doris Duke Management Foundation. The Doris Duke philanthropies operate and support three sites in accordance with the wishes of Doris Duke. These properties, all former residences that belonged to Duke, now serve the public in ways that extend her legacy and advance the mission of the Doris Duke organizations. Duke Farms, her former residence in Hillsborough, N.J., is now 2,700-acre center for environmental stewardship.

Our professional staff actively manages and stewards our resources to support ecological diversity, sustainability, natural beauty, and public engagement. Our wide-ranging sustainability efforts include operation of a 1000-acre park and associated infrastructure supporting over 200,000 public visitors a year.

### **JOB SUMMARY**

Reporting to the Facilities and Technology Manager, the Maintenance Technician is a multi-talented essential member of the Operations group at Duke Farms. The Maintenance Technician is responsible for the day-to-day maintenance and operational support of the built environment of the Property. 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 provide support, when assigned, to other areas at Duke Farms. In addition to operational tasks, this individual will verify 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.

This is a temporary, seasonal position with the opportunity for regular full-time employment.

### **ESSENTIAL JOB FUNCTIONS**

- Perform a variety of activities related to repair and maintenance of all aspects of residential and light commercial types of physical structures with a focus on plumbing.
- Perform general preventative/predictive/corrective maintenance, both planned and unplanned, on equipment and infrastructure normally associated with residential and commercial buildings. This includes but is not limited to: maintenance and repairs involving mechanical, electrical, plumbing and HVAC systems; painting; carpentry; masonry; and road maintenance.
- Perform basic electrical repairs and hard wiring installation of 120/240 volt single phase circuits, and 480/208-volt 3 phase circuits.
- Calibrate all interior controls for heating and air conditioning.
- Inspect, analyze, troubleshoot, and recommend/initiate corrective action for electrical, mechanical and plumbing problems which cause interruptions or limit the productive capacity of equipment.
- Make recommendations to modify or replace equipment when necessary to support demand or improve efficiency.
- Troubleshoot, initiate, and complete tasks in a timely, safe and professional manner; maintain work area and equipment in clean, orderly and safe condition.
- Participate in the Property's on-call maintenance program which requires occasional availability outside of normal working hours, and a response time of 1-hour or less.
- 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.
- Maintain inventory control and prepare cost estimates when required.
- Actively communicate with supervisors, co-workers, visitors, 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.

### **OTHER REASONABLE TASKS AS REQUIRED WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO:**

- Shovel snow and perform other grounds keeping and related duties as assigned.
- 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.

## **QUALIFICATIONS AND REQUIREMENTS**

- Must have and be able to apply his/her knowledge in all areas of building operations and maintenance which include, but are not limited to:
  - HVAC systems up to 20 tons, heat pumps, geo-thermal wells, radiant heating systems, Aarco Boilers etc.
  - Automated energy and building management systems
  - Primary and secondary electrical distribution systems
  - Residential and commercial sanitary waste systems, and plumbing systems
  - Potable water treatment
  - On-site renewable energy systems (i.e., solar)
  - Elevators
  - Computerized Maintenance Management Systems (CMMS)
  - Motor controls
- Emergency power systems (i.e., generator transfer switches, UPS, etc.) 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. Working knowledge of all applicable local, state and federal codes;
- 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;
- Valid NJ Driver's License and clean driving record;
- Ability to train others on basic tasks, including protocols, procedures and safety training.
- Ability and genuine enthusiasm in embracing Duke Farms standards of diversity and equity.

### **Additional qualifications that are desirable but not required include:**

- Two or more years of experience working in operations and maintenance of a commercial or institutional facility; or a minimum of 1 year of experience working in operations and maintenance of a commercial or institutional facility and 1 year of technical college level education in facilities engineering or related program; or two or more years of experience in energy management of facilities with a focus on operations and maintenance;
- Experience with day-to-day tactical planning (scheduling, equipment, resources, etc.).

- Ability to oversee the work of consultants or contractors and ensure proper protocols and procedures are followed.
- Ability to organize and direct crews/groups of workers.
- Ability to initiate and process purchasing requests and understand the constraints of a budget.
- Work experience in a LEED-EB certified facility.
- LEED and/or Environmental Sustainability Certification or similar training or knowledge.

As a condition of employment, new hires are required to be up to date with an FDA authorized vaccination against COVID-19, including booster; proof of vaccination series and booster will be required upon beginning employment. Reasonable accommodation for legally required exemptions will be considered on a case-by-case-basis in accordance with applicable law.

### **COMPENSATION and BENEFITS**

- Salary is competitive with the market.
- Paid holidays;
- Flexible schedule;
- 401(k) plan with employer contribution equal to 15 percent of base pay.

### **HOW TO APPLY**

Send resume with cover letter to [hr@dukefarms.org](mailto:hr@dukefarms.org). **Include your LAST NAME followed by “Maintenance Tech” in the subject line.** Applications will be accepted until position is filled.

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.*