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## Notice of Open Position

Title: Motor Pool Technician  
Location: Duke Farms, Hillsborough, NJ  
Reports to: Facilities Manager  
Status: Temporary Seasonal, with Opportunity for Regular Employment, Full Time, 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 the operation of a 1000-acre park and associated infrastructure supporting over 200,000 public visitors a year.

### **JOB SUMMARY**

Reporting to the Motor Pool Coordinator, the Motor Pool Technician is a multi-talented essential member of the Operations group at Duke Farms. The Motor Pool Technician is responsible for the day-to-day maintenance and operational support of motorized vehicles and equipment throughout the property. This includes, but is not limited to small engine repairs, tractor repairs, mower repairs, electric vehicle/equip repairs, etc. They will provide support,

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when assigned, to other areas at Duke Farms. In addition to operational tasks, this individual will be responsible for ensuring accurate recordkeeping and documentation using 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**

- This job will require working on and operations of:
  - Diesel, 2 and 4 stroke gas and battery powered equipment.
  - Agriculture, forestry and construction equipment including farm tractors, Backhoes, Loaders, skid steers, field mowers, brush mowers, hay baling equipment, manure and compost spreaders, brush mowers, forestry mulchers, and tree chippers.
  - Small engine lawn and landscape equipment.
  - Stand alone and mobile generator repair.
  - Battery powered vehicles, golf carts, BEV, hybrid, Gem cars, a/c, and d/c drive systems.
  - Hand tool service and repairs.
- Cleaning equipment and vehicles, maintaining a clean work environment, maintaining an accurate and detailed parts inventory.
- Document all repair and maintenance processes using a Computerized Maintenance Management System (CMMS).
- Working with outsourced vendors when required.
- Coordinate all work with Motor Pool Coordinator as well as with staff across the Foundation.
- Perform other related work as required.

### **QUALIFICATIONS and REQUIREMENTS**

- 2-years experience or degree from a technical school including a technical high-school
- Experience with operation and maintenance of various non mechanical hand tools.
- Experience with:
  - Blade sharpening equipment
  - Pneumatic and electric power tools
  - Metal fabrication including use of cutting torches, grinders, metal cutting saws, mig and stick welding and Plasma cutter.
  - Use of automotive style above ground frame hoist, floor jacks and jack stands.
  - Tire dismounting and mounting machines, tire balancers, tire repair vulcanizations.
  - Front end repairs, suspension, drive train, universal joints, brakes, alignments, a/c recovery and recharging.
  - General body work repairs.

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- Digital multimeters, battery chargers and jump packs, code scanners, TPMS tools. (Supplied by Duke Farms)
- Valid driver's license

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@ddcf.org](mailto:hr@ddcf.org). **Include your LAST NAME followed by "Motor Pool Technician" in the subject line.** Applications will be accepted until 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.*