



Notice of Open Position

Title: Motor Pool Assistant
Location: Duke Farms, Hillsborough, NJ
Reports to: Manager, Facilities
Status: Part Time – Temporary - Non-Exempt

Duke Farms serves as a model of 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.

JOB SUMMARY

The Motor Pool Assistant is a temporary part time mechanic position within the Duke Farms Facilities Group. This individual will be responsible for assisting with routine inspections, service, maintenance, and repairs to Foundation equipment and vehicles. In addition to operational tasks, the technician is responsible for ensuring accurate recordkeeping through the computerized maintenance management system (CMMS) and other computer based applications.

ESSENTIAL JOB FUNCTIONS

- Perform a variety of activities related to the preventative maintenance and repair of Foundation vehicles, hand tools, power tools and other equipment, which includes but is not limited to cars, trucks, buses, vans, bicycles, electric carts, farm equipment, stationary and portable equipment, excavation equipment, lawn care equipment, etc.
- Plan and organize tasks to ensure timely, safe and professional completion
- Maintain clean, orderly and safe work area and equipment.
- Maintain accurate computer and paper recordkeeping of all tasks as assigned.
- Communicate and interact with supervisors, co-workers, contractors, visitors, etc. in a friendly and professional manner.
- Perform other related tasks as assigned by the Facilities Manager or Motor Pool Coordinator.

QUALIFICATIONS

- Proven knowledge, skill and experience to sufficiently perform basic inspections, service, maintenance and repairs on automotive and related equipment; formal training from a vocational, technical or mechanics program desired.
- Experience using e-mail, Internet, computer databases and Microsoft Office; should be skilled in Outlook and Word and familiar with Excel.

- Able to go to work areas and perform necessary duties which can require lifting, bending, twisting, walking, climbing, reaching, pulling, pushing, remaining stationary, manual dexterity, and working outdoors in all seasons.
- Ability to effectively plan and perform daily activities, complete assignments and meet deadlines.
- Collaborate with others in a friendly, positive and supportive manner.
- Communicate well both verbally and in writing.
- A valid NJ driver's license is required.

HOW TO APPLY

Send resume with cover letter to hr@ddcf.org. Include your last name followed by "Seasonal Motor Pool" in the subject line. Applications will be accepted until August 25, 2017.

No phone calls or in-person applications, please.

It is the policy of the Doris Duke Charitable Foundation to afford equal employment opportunity to all individuals, and we firmly adhere to the equal employment opportunity requirements of all States and localities in which we operate.