



## Notice of Open Position

**Title:** Landscape Technician (Seasonal)  
**Location:** Duke Farms, Hillsborough, NJ  
**Reports to:** Manager, Designed Landscapes  
**Status:** Temporary – Full Time – Non-Exempt

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As one of the largest privately-owned open spaces in the State of New Jersey, rich in agriculture, horticulture and ecological resources, Duke Farms' mission is to be a model of environmental stewardship and to inspire its visitors to become informed stewards of the land.

### JOB SUMMARY

Reporting to the Manager, Designed Landscapes, the Landscape Technician is a member of the Natural Resources and AgroEcology Department at Duke Farms. S/he is responsible for working outdoors in varying environmental conditions (i.e. sun, rain, wind, insects, hot, warm, cold temperatures, etc.) performing various landscaping tasks. These duties will serve to further the sustainability of our environment, particularly the ecological conservation of native flora and fauna, and further the experience of our visitors.

### ESSENTIAL JOB FUNCTIONS

- Perform landscaping functions, focusing on mowing, weed wacking, bed maintenance, and watering.
- Operate vehicles and power equipment, such as mowers, tractors, chain saws, blowers, etc.
- Maintain proper inventory of equipment, tools, materials, etc.
- Ensure work environments, including storage, vehicles, equipment, tools, etc., are organized, clean and ready for the next user.
- Operate vehicles in order to report to various worksites throughout Duke Farms.

### ADDITIONAL JOB FUNCTIONS

- Invasive plant control
- Storm damage clean-ups
- Drainage work
- Deer Fence repairs
- Light pruning
- Other related tasks as required

### QUALIFICATIONS

- Ability and willingness to learn and follow the habitat regeneration process at Duke Farms.

- Ability to utilize hand tools and mechanical tools; experience and knowledge of the use landscaping equipment such as ride-on mowers, weed wackers and tractors a plus.
- 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, and manual dexterity.
- Ability to lift and carry 30-50lbs.
- Ability to traverse the property which includes but is not limited to open fields, uneven terrain, water ways, etc.
- Able to work outside and withstand the environment (rain, hot, cold, insects, etc.).
- Good verbal communication and organizational skills.
- Self-motivated and able to work cooperatively and enthusiastically with other employees, volunteers, allies, consultants, contractors, etc.
- Willing to work outside of traditional business hours, including weekends and occasional holidays.
- Valid drivers' license.

### **HOW TO APPLY**

Send resume to [hr@ddcf.org](mailto:hr@ddcf.org). Include your last name followed by "Landscape Tech" in the subject line. Applications will be accepted until April 19, 2018.

*No phone calls or in-person applications, please.*

The Doris Duke Charitable Foundation is an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.