



Duke Farms
Living Habitats

Notice of Open Position

Title: Maintenance Technician (Seasonal)
Location: Duke Farms, Hillsborough, NJ
Reports to: Facilities and Technology Manager
Status: Temporary – Full time – 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

Reporting to the Facilities and Technology Manager, the Maintenance Technician is a multi-talented essential member of the Operations group at Duke Farms. This individual will be 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. S/he 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.

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.
- 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.

- 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.

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.

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;
- Valid NJ Driver's License and clean driving record.

HOW TO APPLY

Send resume with cover letter to hr@ddcf.org. Include your last name followed by "Maintenance Tech" in the subject line. Applications will be accepted until March 27, 2020.

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.