



Duke Farms
Living Habitats

Notice of Open Position

Title: Maintenance Technician (Seasonal)
Location: Duke Farms, Hillsborough, NJ
Reports to: Facilities 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. 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.

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 the plumbing infrastructure
- Perform general preventative/predictive/corrective maintenance, both planned and unplanned, on equipment 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 excavation.
- 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, 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.
- Assume all other reasonable professional duties and responsibilities as assigned by supervisor.

QUALIFICATIONS

- 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;
- 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, Aerco Boilers etc.
 - Automated energy and building management systems
 - Primary and secondary electrical distribution systems
 - Voice and data systems
 - Residential and commercial sanitary waste systems, and plumbing systems
 - Potable water treatment
 - On-site renewable energy systems (i.e. solar)
 - Vertical transportation (i.e. 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 Drivers License and clean driving record.
- Ability to train others on basic tasks, including protocols, procedures and safety training.

Additional qualifications that are desirable but not required include:

- 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.

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 April 3, 2015.

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.