

**DUKE FARMS FOUNDATION**  
**Maintenance Technician**

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**Mission of the Duke Farms Foundation**

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 for the 21<sup>st</sup> Century and to inspire its visitors to become informed stewards of the land.

**Job Summary**

The maintenance technician is a multi-talented member of the Infrastructure Group at Duke Farms. He/she is responsible for the day-to-day maintenance, and operational support of the "built" environment of the property. This includes large and small pieces of building equipment, buildings, structures, utilities, roadways, electrical and communications infrastructure, etc. 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.

**Qualifications**

- Level I Building Operators Certification, or be qualified and willing to seek certification
- 2 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*
- 2 or more years of experience in energy management of facilities with a focus on operations and maintenance.
- Individual must have knowledge and be able to apply it in all areas of building operations and maintenance
- 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. Must be able to work as a member of a team.
- Excellent communication skills are required.
- Ability to train others on basic tasks, including protocols, procedures and safety.
- Additional qualifications that are desirable but not required include:
  - Experience with day to day tactical planning (scheduling, equipment, resources, etc.).
  - The ability to oversee the work of consultants or contractors and ensure proper protocols and procedures are followed.
  - The ability to organize and direct crews/groups of workers.
  - The 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**

Interested parties must forward their resume and cover letter to Human Resources@ Duke Farms. Please include your salary history, and reference “Maintenance Technician” in the subject line or cover page of your submission.

e-mail: [HR@ddcf.org](mailto:HR@ddcf.org)

fax: 908-722-2872

US Mail: 80 Route 206 South, Hillsborough, NJ 08844

No phone calls please.

Do not apply in person.