One Preservation Place
Princeton, NJ 08540
www.drgreenway.org

JOB ANNOUNCEMENT – HIRING NOW – OPEN UNTIL FILLED

FACILITIES MANAGER

D&R Greenway Land Trust is seeking an enthusiastic, self-motivated, team player to manage various facilities in support of public use, offices and meeting space. The successful candidate will be detail- oriented and familiar with facilities maintenance and oversight to ensure well-cared for buildings and grounds. The facilities manager will become part of a small team of professionals doing top quality work. The mission of D&R Greenway makes a positive difference for environment and community.

OVERVIEW:

Position provides oversight and management of buildings at the Johnson Education Center in Princeton, the Discovery Center at Point Breeze in Bordentown, and Hillside Farm in Hopewell, including several occupied rental units. Time will flex among facilities depending on need.

HOURS AND COMPENSATION:

Full time or part time position, up to 40 hours per week; daytime hours M-F with occasional evening or weekend hours. The Facilities manager is an employee of D&R Greenway Land Trust and reports to the Senior Director of Land Protection and Planning.

GENERAL DESCRIPTION:

On-site work at four primary locations located within a 20-mile radius of Princeton. Occasional additional locations.

Duties include:

- Practical day-to-day maintenance to ensure safety, aesthetics, and effective operations of built facilities and related improvements such as signage.
- Scheduling and maintaining records for routine inspections, maintenance, and emergency repairs as necessary, with outside vendors and contractors.

- Support for day-to-day operations of facilities. Proficiency with repair tools and techniques to make minor repairs and improvements as needed.
- Maintenance of art gallery walls including spackling, repair and touch-up painting between exhibits.
- Assistance with hanging exhibits, signage and educational panels in public facilities.
- Monitoring building and grounds to ensure safety, cleanliness and attractiveness of interior and exterior areas, including offices, conference rooms, parking lots and outdoor grounds and signage.
- Ensure proper security and compliance measures for the workplace, including collaborating with security system vendors, elevator inspections and fire and safety inspections.
- Oversee construction and repair work to ensure buildings and parking facilities are well-kept and organizational needs are met.
- Supervision of independent contractors and others to carry out duties.
- Schedule site landscapers and commercial cleaning company for regular and special event services.
- Open and close building facilities as needed to support operations and programming.
- Create reports on maintenance and related work for organizational files.
- Prepare facilities for changing weather conditions.
- Advise management on facilities' needs for budgeting purposes.
- Support facility rentals and D&R Greenway events.
- Work with event planners and art curators to set up and break down events and support programs with set up of AV equipment.
- Occasional assistance with barn and workshop facilities at the organization's St. Michaels Farm Preserve in Hopewell, NJ.

Additional duties as needed to support the organization's mission to preserve and care for land and inspire a conservation ethic by engaging the public with well-cared for facilities.

Position Requirements:

- Good carpentry and mechanical skills.
- Familiarity with mechanical systems including plumbing and electrical.
- Experience with general painting and repair work.
- Ability to maintain records and use a computer for recording inspections and reports.
- Construction or maintenance experience, preferably for 3 or more years.

- Familiarity with multi-media AV equipment preferred.
- Keen attention to detail and efficient problem-solving skills.
- Demonstrated experience with managing multiple tasks and setting priorities to accomplish goals.
- Comfortable standing or walking for long periods of time.
- Ability to lift 25lbs.
- Flexibility in scheduling; occasional evening or weekend work required.
- Employee must provide their own transportation to sites.
- Positive attitude and interest in D&R Greenway's mission to preserve and care for land and inspire a conservation ethic through education and awareness.

Interested applicants should send résumé and cover letter to Deb Kilmer, dkilmer@drgreenway.org with "Facilities Manager" in the email subject line by. Applicants will be reviewed on a rolling basis until the job is filled.

D&R Greenway Land Trust is an accredited nonprofit organization whose mission is to preserve and care for land and inspire a conservation ethic. A successful land trust based in Princeton, NJ, D&R Greenway has preserved more than 22,000 acres of land in the most densely populated state in the country. Its accomplishments have been recognized with many awards, most recently with the CEO receiving the 2022 Innovator of the Year Award from the Princeton Mercer Regional Chamber of Commerce.

The organization's headquarter offices are located in its Johnson Education Center, a 10,000 foot renovated barn in Princeton, NJ. D&R Greenway opened its Discovery Center at Point Breeze in 2023, located in the former gardener's house for the Joseph Napoleon Bonaparte estate in Bordentown, NJ. It owns several rental houses to support staff and for income generation, and it is planning for future facilities renovations at Hillside Farm in Hopewell, NJ. It also owns St. Michaels Farm in Hopewell that includes multiple barns and a workshop.

D&R Greenway is an equal opportunity employer. D&R Greenway Land Trust does not discriminate on the basis of race, religion, color, sex, gender identity, affectional or sexual orientation, age, non- disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.