



The Land Trust for Tennessee

Position: Glen Leven Farm Manager

Location: Nashville, TN

Reports to: Operations & Finance Manager

About the Position & The Land Trust for Tennessee

The Land Trust for Tennessee ("LTTN") is an accredited non-profit land conservation organization with offices in Nashville and Chattanooga. Now in our 22nd year, LTTN has protected over 130,000 acres through more than 420 conservation projects across Tennessee. Tennessee's landscapes are diverse with farms, vast forests, rivers of local and international significance, fragile and robust wildlife habitats and some of the fastest growing cities and towns in our country. The position is based in Nashville and offers an impactful, demanding work opportunity at one of the region's premiere conservation organizations.

Position Summary

The Glen Leven Farm Manager is a full-time buildings and grounds maintenance position at The Land Trust's 64-acre farm in the heart of Nashville. This position is responsible for upkeep of all aspects of this working farm, including pastures, forested areas, a walking trail, historic buildings, livestock, and our certified arboretum. The position does hands-on physical maintenance work, manages various service providers, and assists with events and volunteer opportunities.

Primary Responsibilities

- Maintains the buildings on the property through basic electrical, carpentry, plumbing, paint, pest control and exterior cleaning work.
- Maintains the property grounds including the roadside, property entrances, fencerows, pastures, a walking trail, creek, farm roads, and boundaries of the 64-acre farm.
- Manages and schedules: window and gutter cleaning, HVAC maintenance, landscaping, tree care, recycling/trash, pest control, septic maintenance, and other service providers.
- Repairs fencing when needed.
- Keeps property clear of litter and other debris.
- Maintains security systems and is available for emergency situations.
- Maintains records for the property including specific project information, vehicle and tool servicing, tool inventory, regular maintenance, service provider schedules, and other valuable information.
- Develops and maintains relationships with other entities who have on-site projects.
- Hosts, in concert with other staff, visitors and entities with on-site projects.
- Makes changes to improve the function and efficiency of the buildings and grounds.
- Manages and maintains garden compost system.
- Maintains finished landscaping around house site.
- Clears/trims limbs and performs some basic tree maintenance.
- Manages invasive exotic plant species removal projects.
- Cares for various farm animals including cows, donkeys, and bees.
- Maintains all farm equipment, including hand tools, golf cart, mower, and tractor.
- Prepares property for and assists with field trips, events, volunteer projects and tours as needed.
- Keeps work and storage spaces clear of clutter, removes trash from offices twice per week or as needed.

Desired Skills & Qualifications

- 5+ years of experience in farm and facilities management
- High school diploma or greater
- Valid driver's license with an acceptable motor vehicle record
- Must be knowledgeable and skilled in the safe use and maintenance of hand tools, power tools, mechanical equipment, tractors with implements, mowers, chainsaws, weed eaters, blowers, trucks, and small engines
- Basic carpentry, electrical, plumbing, and painting skills
- Experience managing large animals (e.g. horses, donkeys, cattle)
- Willingness to learn new skills
- Ability to effectively operate computers and assigned software, including Microsoft Office Suite
- Ability to work both independently and as part of a team
- Demonstrated ability to solve problems in a variety of practical situations and follow standardized procedures
- Proficiency in customer service and interpersonal communication skills in order to effectively interact with donors, team members, volunteers and other business contacts and respond courteously to questions and requests
- Ability to walk three miles or more per day, each day
- Ability to bend, stoop, climb ladders, reach, carry objects, and crawl in confined areas and be able to push, pull, lift, carry, or maneuver weights of up to fifty (50) pounds independently and (100) pounds with assistance
- Ability to work occasional weekend hours

Personal Characteristics

- Candidate must be goal-oriented; able to recognize, prioritize and complete tasks; and work safely and efficiently with others. Must possess a strong attention to detail with the ability to work independently. No smoking. No recreational drug use. Must have a positive attitude, be a self-starter and work well with a team in a fast-paced environment.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Salary is commensurate with experience. A generous benefits package is offered. The Land Trust for Tennessee is an equal opportunity employer.

Please send resume, cover letter, and salary requirements to:

Kayla McBride at kmcbride@LandTrustTN.org

or by mail to The Land Trust for Tennessee, PO Box 41027, Nashville, TN 37204.

No phone calls, please.