



The Land Trust for Tennessee

Position: Glen Leven Facilities 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 Land Trust for Tennessee is seeking a self-motivated individual who has a passion for land and property management, and an enthusiasm for conservation. This full-time buildings and grounds maintenance position is located at The Land Trust for Tennessee’s 64-acre farm in the heart of Nashville. This position is responsible for upkeep of all aspects of this working farm – from the pastures to the forested areas, the walking trail, the historic buildings, and our certified arboretum. The position does hands-on physical maintenance work, helps in managing various service providers, assists with livestock management, and aids with events and volunteer opportunities. While this position calls for skill versatility and a self-starting mentality, the responsibilities of this role help shape the overall organizational mission by collaborating and assisting the LTTN team in operations, events, education, and conservation efforts all through the work showcased here at Glen Leven Farm.

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 property entrances, fencerows, pastures, the walking trail, creek, farm roads, and any boundaries of the 64-acre farm.
- Manages and schedules service providers such as window and gutter cleaning, HVAC maintenance, landscaping, tree care, recycling/trash, pest control, septic maintenance, and others.
- Ensures property is secure by managing the Glen Leven security systems and being available for emergency situations.
- Maintains all farm equipment, including hand tools, golf cart, mower, and tractor.
- Keeps detailed records of the property pertaining to items like project management, servicing logs of vehicles and tools, tool inventory, general maintenance, and scheduling of service providers.
- Manages and maintains garden compost system.
- Prepares property and assists with hosting of guests, whether for field trips, events, volunteer projects, tours, or other entities with on-site projects.

Desired Skills & Qualifications

- 3+ 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 skills or knowledge in the areas of carpentry, electrical, plumbing, and painting
- 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 follow standardized procedures
- Proficiency in customer service and interpersonal communication skills with all types of people
- Ability to walk 3+ miles 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 night and 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 and problem solve. Must have a positive attitude, be a self-starter and work well with a team in a fast-paced environment. No smoking. No recreational drug use.

Benefits

- Full-time position, working 40 hours per week. Flexible hours offered based on workload, weather, and events schedule.
- In the first two years of employment, we offer 20 PTO days on an accrual basis and 11.5 paid holidays per year.
- Medical and Dental insurance premiums are covered at 85% for employee, and an additional 50% for spouse and family medical plans. We offer a PPO health plan or an HSA option. Each full-time employee is given a \$25,000 company-sponsored Life Insurance policy. Other voluntary insurance includes vision, additional life, long-term disability, short-term disability, critical illness, and accident.
- We offer a 403b retirement plan with a match of up to 5% after two years of employment.
- We offer an extremely collaborative, encouraging, and mission-driven team, and provide resources for professional development and continuing education opportunities.

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 Noel at knoel@LandTrustTN.org

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

No phone calls, please.