



The Land Trust for Tennessee

Position: Glen Leven Farm Steward

Location: Nashville, TN

Reports to: Director of Operations, HR & Culture

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 24th year, LTTN has protected over 135,000 acres through more than 450 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 historic working property – from the pastures to the forested areas, the walking trail, the historic buildings, and our certified arboretum. The Farm Steward does hands-on physical maintenance work, helps in managing various service providers, assists with livestock management, and aids with events and site preparation. While this position calls for skill versatility and a self-starting mentality, the stewardship responsibilities of this role supports the organization’s operations, events, community engagement, and conservation efforts all through the work showcased at Glen Leven Farm.

Primary Responsibilities

- Coordinates with the Stewardship Team to develop property management plans; follows plans to maintain the property grounds. This includes the property entrances, education garden, fencerows, pastures, walking trail, creek, farm roads, and any boundaries of the 64-acre farm including road frontage.
- Responsible for regular tree limb and brush clean up and removal, bush hogging, brush cutting, weed eating, and mowing.
- Manages, schedules, and develops working relationships with property service providers such as window and gutter cleaning, HVAC maintenance, recycling/trash, pest control, septic maintenance, tree care and other property maintenance vendors.
- Maintains the buildings on the property through basic electrical, carpentry, plumbing, paint, pest control, and exterior cleaning work.
- Ensures property is secure by managing the Glen Leven security systems and being available for emergency situations.
- Keeps up with invasive plant removal throughout the property by both manual and chemical methods, especially along Franklin Pike road frontage.
- Responsible for maintaining up-to-date inventory of all farm equipment as well as care and maintenance logs. This includes hand tools, power tools, farm truck, golf cart, UTV, mower, brush cutter, tractor, and tractor implements.
- Manages and maintains garden compost system.
- Prepares property for events, tours, and assists with coordination of volunteer projects or other farm-related projects.

Desired Skills & Qualifications

- 3+ years of experience in farm and facilities management
- High school diploma or greater
- Valid driver's license and reliable transportation 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, strong work ethic, 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.
- During the first two years of employment, we offer 20 PTO days (10 vacation days, 10 sick days) on an accrual basis and 11.5 paid holidays per year.
- Medical and Dental insurance premiums are covered at 85% for employee, and 50% of spouse and family medical plan premiums. We offer a PPO health plan or an HSA option. Each full-time employee is given a \$50,000 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 by January 7th 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.