

HERITAGE CONSERVANCY
Land · History · Community

BUILDINGS AND GROUNDS ASSOCIATE

Heritage Conservancy seeks a part-time Building and Grounds Associate at historic Aldie Mansion. This position will support the Facilities Manager with maintenance and upkeep tasks throughout the mansion, offices, and gardens. The Building and Grounds Associate will assist with keeping the mansion, offices, and gardens well maintained, safe, and ready for events. Key functions of the position will be assisting with basic recurring maintenance tasks and working with volunteer gardeners to maintain the grounds of Aldie Mansion. On weekends, the associate will respond to emergency repair tasks and, occasionally, cover on call duties. This position reports to the Facilities Manager.

This is a part-time position (20-22 hours a week), working weekends and some weekdays.

ESSENTIAL FUNCTIONS:

Working a Friday through Monday schedule, the Building and Grounds Associate will supplement and support the Facilities Manager. The Associate's responsibilities will include:

- Complete pre- and/or post-event inspections of building and grounds, address issues or deficiencies.
- Assist with:
 - Maintenance of lighting (exterior and interior)
 - Detail cleaning and painting as needed
 - Routine maintenance of mansion fixtures and systems
 - Watering, minor landscaping tasks
 - Maintenance of interior fireplaces and exterior fire pit
 - Coverage of on-call duties during supervisor vacations

QUALIFICATIONS & ESSENTIAL SKILLS

- Basic familiarity with tools
- Comfortable working on ladders and at heights
- Mechanically inclined
- Some gardening/landscaping experience or knowledge
- Motivated to learn new skills
- Can accomplish tasks independently, without direct supervision
- Keeps workspaces organized, safe, and tidy

TO APPLY

Interested applicants should send a cover letter and resume to Heritage Conservancy at joinourteam@heritageconservancy.org. No phone calls please.

ABOUT HERITAGE CONSERVANCY

Heritage Conservancy is a community-based, nonprofit organization that works in partnership with communities, landowners, businesses, governments, and other mission-focused organizations to ensure that the natural and cultural landscapes that make our region special endure and flourish. Founded in 1958 and based in Doylestown, PA, Heritage Conservancy has worked to protect more than 16,000 acres of open space, farmland, wildlife habitat, and important watershed areas throughout Bucks and in surrounding counties. We own and manage more than 50 properties, hold conservation easements on more than 250 properties, and actively pursue habitat restoration initiatives across the region. Heritage Conservancy also holds historic preservation easements and maintains a Register of Historic Places with over 700 entries. In our work to connect people with the environment and history of our region, to educate, and to inspire advocacy for land and watershed protection, we interact with thousands of community members every year, including more than 2500 students. Heritage Conservancy is nationally accredited by the Land Trust Accreditation Commission. To learn more, visit www.heritageconservancy.org.