



Construction & Facilities Manager

The Hudson Valley Farm Hub, a 1,255-acre non-profit farm dedicated to an equitable and ecologically resilient local food system, is seeking a Construction & Facilities Manager to lead an expansion of our on-farm buildings. This position will oversee multiple construction projects and contracts in an educational farm setting that will include farm operation and storage facilities, offices, educational spaces. The Farm Hub is seeking a seasoned construction manager with a collaborative spirit and appreciation for sustainable approaches to landscaping and building design.

Job responsibilities:

- Manage multiple new construction and renovation projects across all phases of construction, including agricultural facilities, office and educational facilities, along with farm roads and landscaping
- Obtain, review, and respond to all bids and estimates from potential contractors
- Obtain permits and required approvals from all relevant agencies
- Identify and anticipate issues in construction projects to ensure timely, high quality building
- Ensure regulatory compliance of Farm Hub facilities and construction projects
- Monitor worksite safety in partnership with vendors, contractors, and Farm Hub staff
- Create and maintain project management timelines and track projects' progress
- Create and manage budgets for each project and deliver routine updates to senior management and board
- Manage multiple contracts, purchase orders, work orders, and other key procurement and project documents
- Maintain accurate and organized records of all construction projects and facilities
- Partner with farm management and buildings and grounds staff on existing facility maintenance
- Develop positive working relationships and communication with all vendors and other partners
- Collaborate with other Farm Hub staff and teams to create opportunities for staff input in design and construction projects and update staff on projects' progress
- Help to maintain a culture of openness and respect for all employees and partners engaged in construction projects

Qualifications:

- Minimum 10 years experience in facilities and construction management
- Experience in new construction or commercial facilities
- Experience in ongoing maintenance of buildings and grounds
- Knowledge of NYS, County and Local Towns Regulations and Zoning
- Knowledge of HVAC, electrical, plumbing, and other building systems
- Ability to manage multiple projects simultaneously while maintaining quality control and safety
- Experience managing construction budgets
- Superior organizational skills and keen attention to detail
- Working understanding of green building approaches and standards highly desirable
- Familiarity of applicable regulations, e.g. OSHA, zoning, SEQRA, etc.
- Proficient in MS Office Suite and Dropbox
- Excellent verbal and written English communication skills
- Spanish language skills a plus
- Must have valid NYS Drivers license and access to reliable transportation

Application:

To apply, please send a cover letter and resume by email to info@hvfarmhub.org.

Deadline: Review begins immediately and continues until the position is filled.

We offer a competitive salary and benefits package.

The Hudson Valley Farm Hub is operated under the fiscal sponsorship of The New World Foundation, a 501c3 nonprofit organization. As an Equal Opportunity Employer, the Hudson Valley Farm Hub is committed to creating an inclusive workplace that respects and values diversity of cultural, ethnic, and experiential backgrounds. We welcome applicants of all races, ethnicities, national origins, genders, sexual orientations, and differently-abled people.