



Job Posting

Associate Director, Facilities & Construction

The Hudson Valley Farm Hub (HVFH) is a non-profit center for resilient agriculture located in Ulster County, New York. Founded in 2013, HVFH is dedicated to fostering an equitable and ecologically resilient food system in the Hudson Valley. We provide professional farmer training, host and conduct research, cultivate language justice, and support food access efforts in the region through food donations and innovative mission-aligned programming. We grow grains, cover crops, and vegetables with production taking place year-round across 1600 acres of farmland and a suite of greenhouses. A diverse, multi-lingual staff serve in varied roles in areas of administration, farm operations, and programs.

We are seeking an experienced professional in project management and construction to oversee the maintenance and expansion of the buildings and on-farm facilities that make up our growing agricultural campus. The ideal candidate will have a minimum of ten years of experience in construction and facilities management as well as experience stewarding major capital projects. This person will be a highly organized and energetic individual with a deep knowledge of building systems, bidding and permitting processes, code compliance, and safety regulations. A demonstrated ability to forge excellent relationships with colleagues, vendors, and contractors is a must, as well as a commitment to sustainable agriculture and enthusiasm for working in a non-profit mission-oriented environment.

Position Summary

Leading the Facilities & Construction Department, this role oversees the three-person staff to develop and execute a comprehensive buildings maintenance program, perform safety inspections, proactively make repairs and improvements to existing buildings, and carry out the administrative responsibilities of the department. The Associate Director, Facilities & Construction reports to the Senior Advisor, External Relations and Special Projects.

Key Responsibilities

Facilities

- Oversees the departmental management of installation and maintenance of buildings systems including mechanical, electrical, and fire safety
- Works with the Facilities Manager to establish and maintain a custodial preventive maintenance program in partnership with key members of the Facilities and Operations teams
- In collaboration with senior management, develop annual departmental and capital budgets
- Responsible for ensuring code compliance across all aspects of Farm Hub infrastructure

Construction and Capital Planning

- Manages new construction and renovation projects across all phases of construction, including agricultural facilities, office and educational facilities
- Solicits, reviews, and responds to all bids and estimates from potential contractors
- Reviews technical drawings for projects and construction
- Coordinates work related to obtaining inspections and permitting as required by relevant agencies and municipalities, ensuring regulatory compliance of Farm Hub facilities and construction projects
- Identifies and anticipates issues in construction projects to ensure timeliness and quality
- Monitors worksite safety in partnership with vendors, contractors, and Farm Hub staff
- Creates and maintains project management timelines and tracks projects' progress
- Creates and manages project budgets and delivers routine updates to senior management
- Oversees the administration of the department's contracts, purchase orders, work orders, and other key procurement and project documents
- Maintains accurate and organized records of all construction projects and facilities
- Responds effectively and with immediacy to physical plant issues as they arise

Team Supervision & Culture

- Supervises Facilities & Construction Team
- Develops positive working relationships and communication with all vendors and partners
- Collaborates with other Farm Hub staff and teams to create opportunities for staff input in design and construction projects and update staff on projects' progress
- Actively participates in creating a culture of compassion and safety (both physical as well as emotional/psychological safety), including seeking out trainings or resources for themselves or their team
- Performs other related duties as required or as assigned

Required Qualifications

- Minimum 10 years experience in facilities and construction management
- Experience in new construction or commercial facilities
- Working proficiency drafting using digital tools (e.g. AutoCAD, DataCAD, ArchiCAD, etc)
- Knowledge of NYS, County and Local Towns Regulations and Zoning
- Knowledge of HVAC, electrical, plumbing, and other building systems
- Ability to manage multiple projects while maintaining quality control and safety
- Experience developing and managing construction budgets
- Superior organizational skills and keen attention to detail
- Familiarity with applicable regulations, e.g. OSHA, zoning, SEQRA, etc.
- Proficient in MS Office Suite and Dropbox
- Excellent verbal and written English communication skills
- Must have valid NYS Drivers license and access to reliable transportation
- Commitment to the Farm Hub's mission and values of equity and ecological resilience
- Demonstrated ability to participate in and foster a work environment of mutual respect and collaboration; ability to develop positive working relationships and problem solve with people of different backgrounds

Preferred Qualifications

- Licenses/certifications applicable to the position highly preferred (CFM, CPPM, OSHA, PMP)
- Working understanding of green building approaches and standards highly desirable
- Language: proficiency in both Spanish and English preferred (verbal and written)

**The position summary, responsibilities and qualifications are not an exhaustive or comprehensive list of all possible responsibilities, tasks and duties. Full job description is available upon request.*

Physical Requirements:

Ability to sit or stand at workstation approximately 70% of the time, walk the campus and fields to meet with employees and program partners occasionally, lift and carry approximately 20-25 pounds occasionally. May require the use of equipment, such as hand tools, power tools, testing instruments, lifts, and/or ladders. Must be able to traverse on various surfaces when conducting inspections and/or repairs. Requires ability to operate automobile to drive to and from various worksites on and off the Farm Hub property.

Position Details

The Associate Director, Construction and Facilities role is a Full-time, Exempt, Supervisory position with a 40-hour work week (some evenings and on-call Saturdays may be required). The salary range for the position is \$110,000-\$125,000 annually. We offer a competitive benefits package which includes 100% employer paid health and dental insurance for full-time employees and their families. Some additional perks offered include retirement, life insurance and other wellness benefits.

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.

To apply for this position, please apply via Indeed using the following link – [Associate Director, Facilities and Construction– Apply Here](#). If you have any questions or need assistance with submitting your application, please contact us at hr@hvfarmhub.org and include the following in the subject line: Attn: Associate Director, Construction and Facilities - People & Culture Department.