



Position: Equestrian and Grounds Maintenance Team Member

Status: Regular full-time, non-exempt

Reports to: Director of Buildings and Grounds

Position Summary

Morven Park is an historic estate located at Leesburg, Virginia. Owned and operated by the Westmoreland Davis Memorial Foundation, a non-profit organization. Known as Loudoun County's 1000-acre backyard, Morven Park is open to the public and welcomes 250,000 visitors each year who come to enjoy exquisite scenery, formal boxwood gardens, the Morven Park International Equestrian Center, the Davis mansion, and hiking trails. Morven Park's International Equestrian Center is a premier competition venue located in Northern Virginia and attracts some of the world's top riders

We are looking to expand our Buildings and Grounds team to help us preserve and protect the property for all to enjoy. This position requires some weekend and after hour equestrian event support. We are looking for team members who are able to self-motivate, multi-task, and safely operate maintenance equipment, and work collaboratively with leadership.

The ideal candidate will have:

- One year or more of property and equestrian facilities related work experience.
- Equestrian event preparation experience.
- Good communication skills and outstanding interpersonal skills.
- Ability to work independently as well as effectively with a multi-disciplinary, multi-contractor team and function effectively in a rapidly changing environment with minimal supervision.
- Ability to work weekends and after-hour event support.
- Must have a current/valid Driver's License and be an insured driver.
- High school diploma or equivalent.

Primary Duties and Responsibilities

(May not include all duties performed.)

- Demonstrate a superior work ethic and attitude.
- Ensure adherence to quality standards and health and safety regulations.
- Routine duties, which include but are not limited to:
 - Equestrian:
 - Water and drag indoor and outdoor arenas weekly.
 - Perform barn checks before and after events and make necessary repairs.
 - Prepare rings for rentals (*indoor, outdoor and polo arenas*).
 - Event set-up (*set dressage rings, show jumps, plants, boxes, fences, judges stands, portable restrooms, roping, trash receptacles, muck bins, set-up tents, sound systems, X-Country mowing, staking, flagging etc.*).
 - Event break down and clean-up (*break down and pick-up everything, wash everything by hand, put jumps and rings in trailers, pick up trash, muck arenas, water and drag arenas*).
 - Arena repairs and routine maintenance.

- Hanging signs and banners.
- Clean-up, regrade and drag stone dust pathway.
- Mow around barns and arenas.
- Maintain equipment (*water truck, arena equipment and mowers*).
- Additional Responsibilities may include
 - Repair and upkeep of all buildings and grounds (*e.g. lighting issues, plumbing problems, broken locks, water and flooding issues, fence repairs, ceiling repairs, roof repairs, painting, replacing doors, tub repairs, trash removal, yard clean-up, mowing, and move-out clean up, etc.*).
 - Cleaning activities such as dusting, mopping, etc.
 - Equipment maintenance, service, cleaning and proper storage.
 - Participation in varied and different projects and tasks across the Morven Park property when required (*e.g. renovations, general property maintenance*).
 - Use of essential equipment such as hand tools, drill presses, welders, air compressors, jack hammers, tampers, trash pumps and generators, forklifts, dump trucks, saws, skid steer, and backhoes while performing essential duties.
 - Snow, ice, tree/limb, etc. removal to keep site open and safe for residents, staff, clients and pedestrians.
 - Support for emergency maintenance concerns and repairs.
 - Perform other related duties and activities as required.

Essential Skills and Experience

- Knowledge of standard practices, methods, tools, materials and equipment used in property and building maintenance.
- Basic English grammar, spelling, and usage and general arithmetic and mathematic principles.
- Ability to read diagrams, maps, and work orders.
- Use and maintain tools and equipment associated with building maintenance.
- Perform most duties in the absence of a maintenance supervisor.
- Be organized, neat and detailed oriented.
- Use a computer, word processing, spreadsheet program or other application software as required.

Physical Requirements

- Effectively communicate and interact with other employees and the public.
- Perform work in all types of weather, often for long periods of time.
- Transfer machinery, equipment, and supplies in excess of 50 pounds.
- Perform work safely under conditions involving vehicular and animal traffic.
- Must be able to walk, climb stairs and ladders, kneel, bend, squat and walk over rough and uneven terrain, and work at heights.

Morven Park offers competitive salaries based on experience and 100% employee healthcare, dental, and life/disability coverage, plus paid time off and a 401(K) plan.



To apply, please send a resume to MorvenParkEmployment@MorvenPark.org.

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