



**Position:** Buildings & Grounds Supervisor  
**Status:** Regular full-time, non-exempt  
**Pay:** Starts at \$30/hour  
**Reports to:** Director of Buildings & Grounds

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## Position Summary

Morven Park, Loudoun County's 1,000-acre backyard, is where our visitors know they can find their "happy place." We are looking to expand our Buildings & Grounds Team to help us maintain and enhance this magnificent historic estate and equestrian center. Come join our friendly and dedicated staff that consistently strives to offer memorable experiences to local residents as well as guests from around the world who seek a destination where they can:

**Play. Learn. Discover.**  
**Morven Park**

Located in Leesburg, Virginia, Morven Park is owned and operated by The Westmoreland Davis Memorial Foundation, a non-profit organization, with most of the property under a permanent conservation easement. The Park includes expansive grounds featuring meadows, trails, and gardens; over 50 buildings and structures in need of ongoing maintenance and preservation; and a premier equestrian competition facility requiring care and upgrade of arenas, courses, and jumps.

Our Buildings & Grounds Team is foundational to our success, and consistently receives praise and compliments from our visitors. To continue to meet the high expectations set by our incredible team, we are seeking a talented individual to assist our Director of Buildings & Grounds by not only being an active team member, but also taking on supervisory and operations tasks in order to provide additional depth and support to the team. This position is ideal for someone who prefers a variety of tasks, both indoor and outdoor, as two days are rarely ever the same. Occasional weekend and after hours event support is likely, and eligible for overtime compensation.

**Morven Park offers competitive wages based on experience, with benefits for full-time employees including:**

- Fully paid employee insurance premiums (medical, dental, and life/disability)
- Paid time off
- Observance of federal holidays
- Automatic enrollment in 401(k) plan with company match

**Our ideal candidate will:**

- Bring several years of experience in property, building, and/or equestrian facility maintenance as well as proven supervisory/management skills.
- Be able to plan schedules and assignments and oversee the work of team members, establishing strategies to meet ever-changing workload demands.
- Assist the Director with budgeting, expense reporting, safety procedures, hiring and training.
- Be skilled in performing a wide variety of general maintenance tasks and operating equipment and vehicles in a safe manner.
- Demonstrate excellent communication and problem-solving skills, a positive attitude, and strong work ethic.
- Possess a high school diploma or equivalent; relevant college coursework/degree preferred.
- Have a willingness to work a flexible schedule, including occasional weekends and longer special event days.



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- Be familiar with Microsoft Office Suite/365.
  - Have a current/valid Driver's License and be an insured driver.
  - Be able to successfully pass a background check (required of all Park employees) and provide work references.

### **Physical Requirements**

- Perform work in all types of weather, often for extended periods of time.
- Transfer machinery, equipment, and supplies in excess of 50 pounds.
- Able to traverse various types of terrain that may be rough, uneven, or slippery.

**To apply, please send a resume to [MorvenParkEmployment@MorvenPark.org](mailto:MorvenParkEmployment@MorvenPark.org) or apply directly through our website [www.MorvenPark.org/Jobs](http://www.MorvenPark.org/Jobs).**

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