



# PENDLE HILL

A QUAKER CENTER FOR STUDY AND CONTEMPLATION

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**June 2016**

**FULL TIME:** Maintenance & Grounds Assistant

**REPORTS TO:** Facilities Manager & Grounds Manager

## **GENERAL SUMMARY:**

The Maintenance & Grounds Assistant helps provide needed repairs and maintenance to our buildings and grounds and helps steward the campus aesthetic and functionality for Pendle Hill visitors. The work includes both emergency maintenance and preventive maintenance. This person attends to daily checklists and alerts the Managers about repair needs they observe (urgent and non-urgent). The Maintenance & Grounds Assistant participates in the on-call emergency-phone responsibilities (including 3 overnights per week) along with the rest of the team.

The Maintenance & Grounds Assistant position is a full-time, on campus role with weekend work expected three (3) times per month. Two consecutive days off are provided on Mondays/Tuesdays and one weekend per month is "off." The hours are roughly divided equally between the Facilities and Grounds activities. The work is in service of a 24-acre, 20 building campus and includes some irregular hours due to weather and other occasional urgent conditions.

**WORKING ENVIRONMENT:** Pendle Hill is a Quaker study, retreat, and conference center that offers programs to people of all faiths and backgrounds. Pendle Hill offers residential, commuter, and online study programs, weekend workshops and retreats, conferences, scholarship opportunities, publications, bookstore, and rental space on our beautiful 24-acre campus. Pendle Hill is a fragrance-free, pet-free community.

## **DUTIES AND RESPONSIBILITIES:**

1. Provides hands-on assistance in the maintenance of facilities and grounds including use of tools, equipment, and machinery on a daily basis,
2. Uses high levels of energy and focus to accomplish scheduled maintenance lists.
3. Under direction, responds helpfully to priorities, breakdowns, and changes in scheduled maintenance.
4. Cooperates closely with the Facilities and Grounds staff, easily switching between functions.
5. Assists in the leadership of work crews and staff/volunteer work shifts.
6. Alerts the Managers of recommended additions to task lists.

**REQUIRED QUALIFICATIONS:**

1. Knowledge and experience in at least two of the following trades:
  - a. Carpentry
  - b. Plumbing
  - c. Mechanics
  - d. HVAC
  - e. Painting (interior, exterior and application of other coatings).
2. Knowledge and experience in the operation of landscaping equipment (e.g., lawn mower, trimmer, snow thrower).
3. Familiarity with maintaining and completing periodic maintenance lists.
4. Current driver's license.
5. Conscientious. Demonstrates giving quality care to buildings, equipment and grounds.
6. Excellent time management skills.
7. Ability to lift 50 pounds.
8. Ability to work weekends.
9. Willingness to work occasional irregular hours (e.g. snowstorm).
10. Willingness to carry the on-call phone 3 nights per week including on three weekends per month. Shows responsive hospitality to any guest that calls the maintenance-emergency phone line.

**DESIRED QUALIFICATIONS:**

1. Experience in formulating a plan of action and working toward a goal.
2. Ability to do ladder work.
3. Interest in the possibility of being trained into a leadership role (see Training Opportunity, below).

**EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:**

1. A welcoming attitude and willingness to provide hospitality for members of, and visitors to, the Pendle Hill community. Openness to a wide range of spiritual beliefs and experiences.
2. Familiarity with Quaker faith and practices, and/or a willingness to gain and deepen such knowledge.
3. Appreciation for the role of Quakerism in the mission of Pendle Hill. Please see our mission, vision, and value statements as part of familiarizing yourself with Pendle Hill.

**TRAINING OPPORTUNITY:**

For routine maintenance (carpentry, mechanics, plumbing, painting, repairs, woodworking, and heating and cooling systems) and emergency repairs, the Maintenance & Grounds Assistant will be supervised by the Facilities Manager. For landscaping, grounds-keeping, basic forestry, pest and ecological work, the Maintenance & Grounds Assistant will be supervised by the Grounds Manager. In each case, a desired qualification for the Assistant is an interest in and pursuit of knowledge in these areas. The right person will bring a care for Pendle Hill

itself and the stewardship of its “space” -- seeking new skills, abilities, and leadership capabilities while working here.

**TIME EXPECTATIONS:** This is a full-time, exempt position. Residence on the Pendle Hill campus is required.

Full-time staff at Pendle Hill spend a few work hours each week contributing to the community through meal time, housekeeping or maintenance work.

The Maintenance & Grounds Assistant will also receive 2-3 hours “off” each week to offset the time that will be spent, on average, responding to urgent on-call matters.

**COMPENSATION AND BENEFITS:**

Compensation includes cash salary and benefits including medical and dental insurance, retirement, generous paid vacation and holidays, and the opportunity to take Pendle Hill courses for free or at a significantly discounted rate. Compensation may also include on-campus residence and board which is exempt from Federal taxes due to the emergency/on-call requirement of the job.

The opportunity to obtain a Swarthmore College ID card, which will enable you to access the Swarthmore library and recreational facilities.

Thanks to a partnership with FGC, employees receive a 20 percent discount at the *QuakerBooks* bookstore at Pendle Hill.

**NONDISCRIMINATION POLICY:**

Pendle Hill encourages the participation of all and seeks to appoint to its staff individuals of diverse backgrounds and to do so without discrimination on the basis of gender, religion, race, color, age, sexual orientation, disability, national origin or any other category protected by law.

**BACKGROUND CHECKS:**

Pendle Hill will conduct a background check for all candidates prior to hire.

**INTERESTED?** Please submit a current resume, contact information for **three** references (two of whom have supervised your work), and a cover letter describing your qualifications (including how you heard about the position) to Martie McBreen at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or [mmcbreen@pendlehill.org](mailto:mmcbreen@pendlehill.org). We won't contact your references without notifying you first. Please put **Maintenance/Grounds Assistant** and **your last name in the email subject line**.

Review of applications will begin on June 18<sup>th</sup> with a start date of July 1<sup>st</sup> or as soon as possible.