



# PENDLE HILL

A QUAKER STUDY, RETREAT, AND CONFERENCE CENTER

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**November 2016**

**POSITION:** Facilities Manager

**REPORTS TO:** Director of Operations

**SUPERVISES:** Maintenance Associates

**GENERAL SUMMARY:** The Facilities Manager works as part of a team that is responsible for the oversight of 23 acres and 20 buildings in suburban Philadelphia. Specifically, the Facilities Manager supervises and performs hands-on work, maintaining and improving buildings and equipment in the physical plant. The Facilities Manager coordinates work orders and the preventative maintenance program, participates in the planning and completion of maintenance projects, and hires and oversees contractors for large-scale projects. The Facilities Manager has a strong working knowledge of the trades (HVAC, electrical, plumbing, carpentry, roofing, painting, etc.) and provides technical expertise for all physical plant issues and concerns.

**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 23-acre campus. Pendle Hill is a fragrance-free, pet-free community.

## **DUTIES & RESPONSIBILITIES:**

1. Responsible for the coordination of work orders, special projects and the preventative maintenance program.
2. Monitors and prioritizes the work of the facilities department.
3. Supervises staff (1), volunteers (varies), and contractors who work on maintenance projects.
4. Monitors, helps to create, advises and reports upon, the maintenance budget, including capital expenses.
5. Works with the Director of Operations (safety manager) to ensure safe facilities for staff, guests, and visitors.
6. Obtains quotes from various vendors for maintenance and campus improvement projects, selects appropriate vendor, coordinates work with operations and maintenance teams, acquires certificate of liability insurance from contractors, and maintains contractor files.
7. Coordinates with maintenance team and the Director of Operations to prioritize short-term work projects, medium-term maintenance and campus improvement projects, and planning for long-range campus improvement projects.

8. Orders parts and materials, maintains inventories, contact lists, and employee files.
9. Performs hands-on maintenance tasks. Oversees outside contractors as necessary.
10. Performs technical trouble shooting for building and equipment problems.
11. Is expected to develop a working knowledge of each building, their various system and maintains records, including warranties and guarantees.
12. Understands electronic fire alarm systems and responds to alarms and emergencies.
13. Participates in the on-call schedule for maintenance emergencies with other members of the maintenance team.
14. Keeps accurate records of buildings, schedules, projects and equipment.
15. May be asked to serve as a member of the Housing Committee, assigning housing to staff members.

**DESIRED QUALIFICATIONS INCLUDE:**

1. Five-years experience in facilities and/or building management.
2. Experience doing hands-on work in building trades such as: carpentry, electrical, plumbing, HVAC, refrigeration, painting, roofing, appliance repair, mechanical equipment, and tool maintenance.
3. Experience in maintaining and trouble-shooting a range of plant equipment.
4. Ability to plan and implement daily, weekly and monthly maintenance programs in a timely and economical manner.
5. Familiarity with all types of tools (hand, power, mechanical equipment).
6. Experience with varied types and ages of buildings and related equipment.
7. Ability to evaluate, select, oversee, and work with outside contractors.
8. Experience in budgeting, and budget management, for recurring expenses and capital improvement projects.
9. Able to work autonomously, possessing good planning, supervisory, and time management skills.
10. Understands and responds to the needs of other departments such as hospitality, dining, housekeeping, and grounds.
11. Ability to constructively interact and communicate with customers, students, guests, visitors, and staff.
12. Experience maintaining a schedule of preventive maintenance tasks and work orders, and overseeing their completion (documenting completed tasks, resolved issues, and solutions implemented).
13. Ability to work effectively in a team approach.
14. Conscious of environmentally sustainable solutions during planning, purchasing, and implementing projects.
15. Experience in multicultural work settings and the ability to work with a variety of people.
16. Appreciation for the role of Quakerism in the mission of Pendle Hill, and enthusiastic alignment with our mission, vision and values.

**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.

**TIME EXPECTATIONS:** This is a full-time position. Residence on the Pendle Hill campus is strongly desired.

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

**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 (depending on the availability of housing, at Pendle Hill's discretion).

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 appoints individuals without discrimination based on color, ethnicity, race, sexual orientation, gender identity or expression, pregnancy, age, national origin, ancestry, disability, marital status, domestic partnership or civil union status, religious affiliation, or any other category protected by law. Pendle Hill recognizes that many of these categories are social constructs, not rooted in science. The aim is to be inclusive and affirming.

**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 which are people who have supervised your work (we will not contact your references without checking with you first); and a cover letter describing your qualifications, including how you heard about the position (resumes received without a cover letter will not be considered), to Martie McBreen at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or [mmcbreen@pendlehill.org](mailto:mmcbreen@pendlehill.org). Please put **Facilities Manager** and your last name in the email subject line.

Review of applicants will begin on Dec 5th and continue until the position is filled, with an anticipated start date of "asap".