



# PENDLE HILL

A Quaker Study, Retreat, and Conference Center

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## December 2018

**POSITION:** Maintenance & Grounds Assistant  
**REPORTS TO:** Facilities and Grounds Managers  
**SUPERVISES:** N/A

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

This is a full-time, exempt, position with a five-day work week requiring that 4 of the 5 days include Thursday through Sunday. Two consecutive days off are provided. The time dedicated to Maintenance is roughly 80%, and the time dedicated to Grounds is roughly 20%. The work is in service of a 24-acre, 15-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 of the MGA:**

- Provides hands-on assistance in the maintenance of facilities and grounds including use of tools, equipment, and machinery daily
- Uses high levels of energy and focus to accomplish scheduled maintenance lists
- Under direction, responds helpfully to priorities, breakdowns, and changes in scheduled maintenance
- Cooperates closely with the Facilities and Grounds staff, easily switching between functions
- Assists in the leadership of work crews and staff/volunteer work shifts
- Alerts the Facilities and Grounds Managers of recommended additions to task lists
- Responds (on a 24/7 basis) to any fire alarm on campus.

**REQUIRED QUALIFICATIONS:**

- 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)
- Knowledge and experience in the operation of landscaping equipment (e.g., lawn mower, trimmer, snow blower)
- Ability to do ladder work
- Current driver's license
- Excellent time management skills
- Ability to lift 50 pounds
- Willingness to work weekends and occasional irregular hours (e.g. due to snowstorm)
- Willingness to carry the on-call phone 2-3 nights per week and show responsive hospitality to any guest who calls the maintenance-emergency phone line
- Basic computer proficiency in order to send and receive email (via Outlook) and respond to work-order reports (Pendle Hill uses Megasys software)

**DESIRED QUALIFICATIONS:**

- Experience in formulating a plan of action and working toward a goal
- Familiarity with maintaining and completing periodic maintenance lists
- Interest in the possibility of being trained into a leadership role (see Training Opportunity, below)
- Conscientious - demonstrates giving quality care to buildings, equipment, and grounds

**EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:**

- 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.
- Familiarity with Quaker faith and practices, and/or a willingness to gain and deepen such knowledge.
- 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 MGA will be supervised by the Facilities Manager. For landscaping, grounds-keeping, basic forestry, pest and ecological work, the MGA will be supervised by the Grounds Manager. In each case, a desired qualification for the MGA is an interest in pursuit of further expertise in these areas. The right person will bring a care for Pendle Hill itself and the stewardship of its campus environment – 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. If an after-hours urgent matter requires immediate response, those hours are to be recorded and reported so that comp-time can be arranged with the related supervisor (and taken within the week of the original event).

**COMPENSATION AND BENEFITS:** \$28,000 to \$31,000 yearly compensation (based on experience) plus benefits including medical, dental and life insurance, a retirement plan, generous paid vacation days (20), sick days (15), and holidays (10), the opportunity to obtain a Swarthmore College ID card, which enables access to the Swarthmore library and recreational facilities, and the opportunity to take Pendle Hill courses for free. Overall taxable compensation includes on-campus residence and board

**NONDISCRIMINATION POLICY:** Pendle Hill appoints individuals without discrimination based on color, ethnicity, race, sexual orientation, class, gender identity or expression, pregnancy, age, national origin, ancestry, ability, marital status, domestic partnership or civil union status, religious affiliation, or any other category protected by law. Pendle Hill recognizes that some of these categories are social constructs, not rooted in science. Our 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 whom have supervised your work), and a cover letter describing your qualifications, including how you heard about the position to David Butterworth at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or [dbutterworth@pendlehill.org](mailto:dbutterworth@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 January 7<sup>th</sup> with a start date before the end of January or as soon as possible.