



PENDLE HILL

A Quaker Study, Retreat, and Conference Center

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www.pendlehill.org

November 2019

POSITION: Maintenance Associate

REPORTS TO: Facilities Manager

GENERAL SUMMARY: The Maintenance Associate (MA) helps provide needed repairs and maintenance to our buildings 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). This position is a great opportunity for someone who wants to build their facilities management skills, or for someone with well developed skills to work in a friendly non-profit environment!

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 conference 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 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. Responds helpfully to priorities, breakdowns, and changes in scheduled maintenance.
4. Alerts the manager 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. HVAC
 - d. Painting (interior, exterior, and application of other coatings).
2. Current driver's license.
3. Conscientiousness demonstrated by giving quality care to buildings and equipment.
4. Excellent time management skills.
5. Ability to lift 50 pounds.
6. Ability to work weekends.
7. Willingness to work occasional irregular hours (e.g. due to snowstorm).

8. Ability to work independently.

DESIRED QUALIFICATIONS:

1. Familiarity with maintaining and completing periodic maintenance lists.
2. Experience in formulating a plan of action and working toward a goal.
3. Ability to do ladder work.
4. Interest in learning new maintenance skills.

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, non-exempt position. Full-time staff at Pendle Hill spend a few work hours each week contributing to the community through mealtime, housekeeping, or maintenance work. This position's work schedule is Thursday-Monday, 8:30 a.m.-4:30 p.m. and includes some irregular hours due to weather and other occasional urgent conditions.

COMPENSATION AND BENEFITS: \$ 28,000 - \$30,000 yearly compensation (depending 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 may also include on-campus residence and board (depending on the availability of housing, at Pendle Hill's discretion).

NONDISCRIMINATION POLICY: Pendle Hill hires 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 conducts 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 Hannah Mayer at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or hmayer@pendlehill.org. We won't

contact your references without notifying you first. Please put Maintenance Associate and your last name in the email subject line. Review of applications will begin on November 20th and continue until the position is filled.