



**September 2021**

**POSITION:** Facilities Associate

**REPORTS TO:** Facilities Manager

**POSITION SUMMARY:** The Facilities Associate works as part of a team that is responsible for the oversight of 24 acres and 16 buildings in suburban Philadelphia. Specifically, the Facilities Associate performs hands-on work under direction, maintaining and improving buildings and equipment in the physical plant. The Facilities Associate works closely with the Grounds team to accomplish overlapping goals and assist in shared projects as directed. The Facilities Associate participates in the on-call emergency-phone responsibilities along with the rest of the team.

**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. Works as part of a team to address preventative maintenance, work orders, special projects, emergency response, and building upgrades.
2. Performs hands-on maintenance tasks.
3. Utilizes tools, equipment, and machinery on a daily basis with skill and care.
4. Performs technical trouble shooting for building and equipment problems.
5. Assists in the leadership of work crews and staff/volunteer work shifts.
6. Alerts the Manager of recommended additions to task lists.
7. Cooperates closely with other staff, easily switching between functions as directed.
8. Occasionally participates in the on-call emergency-phone responsibilities
9. Other duties as assigned.

#### **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:**

- Experience in formulating a plan of action and working toward a goal
- Familiarity with maintaining and completing periodic maintenance lists
- Conscientious - demonstrates giving quality care to buildings, equipment, and grounds

**EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:**

- A highly 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, cultural backgrounds and practices, and differences (of all kinds).
- Familiarity with Quaker faith and practices, and a commitment to learning more and/or a willingness to gain, deepen, and nurture such knowledge.
- Appreciation of the role of Quakerism in the mission of Pendle Hill. Please see our mission, vision, and values statements as part of familiarizing yourself with Pendle Hill.

**TIME EXPECTATIONS:** This is a full-time, non-exempt position. Work times include occasional weekends and hours outside of 9AM-5PM as needed to maintain the safety of all on campus. Full-time staff at Pendle Hill spend a few work hours each week contributing to the community through meal time, housekeeping, or maintenance work.

**COMPENSATION AND BENEFITS:** \$29,000 - \$32,000 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 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.

**Pendle Hill staff are required to be fully vaccinated against COVID-19**, except for those who cannot receive the vaccine for medical or religious reasons.

**BACKGROUND CHECKS:** Pendle Hill will conduct a background check for all candidates prior to hire.

**INTERESTED?** Please submit the following items to Hannah Mayer, at [hmayer@pendlehill.org](mailto:hmayer@pendlehill.org), with “Facilities Associate” and your last name in the email subject line:

1. a current resume,
2. a cover letter that includes how you heard about the position, why you want to be considered and your qualifications (applications received without a cover letter will not be considered),
3. and contact information for three references, one of which may be a personal reference.

Review of applications will take place on a rolling basis and continue until the position is filled.