



December 2021

POSITION: Facilities Manager

REPORTS TO: Director of Facilities and Grounds

SUPERVISES: Maintenance Associate(s)

GENERAL SUMMARY: The Facilities Manager works as part of a team that is responsible for the oversight of 24 acres, 13 main buildings and 9 outbuildings in suburban Philadelphia. Specifically, the Facilities Manager supervises and performs hands-on work, maintaining and improving buildings and equipment in the physical plant. Coordinating work orders and the preventative maintenance program is central to this role. The Facilities Manager also participates in both the long-term and immediate planning and completion of maintenance projects, while also hiring and overseeing 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. Institutes and maintains a safe and organized work space.
4. Oversees maintenance projects (including obtaining quotes and proper documentation for project implementation), supervising staff, volunteers, and contractors who work on these projects.
5. Helps to create, then monitors, advises and reports upon the maintenance budget including capital expenses.
6. Works with the Director of Grounds and Facilities and other staff across departments to ensure safe facilities for staff, guests, and visitors.
7. Undertakes planning and prioritization of campus maintenance projects as needed and requested by Director of Grounds and Facilities.
8. Orders parts and materials, maintains inventories, contact lists, and supervisee files.
9. Performs hands-on maintenance tasks, including technical trouble shooting for building and equipment problems.

10. Develops and maintains a working knowledge of each building and their various systems; maintains records of these buildings and systems, including warranties and guarantees.
11. Understands electronic fire alarm systems and responds to alarms and emergencies.
12. Participates in the 24-hour on-call, on-campus schedule for maintenance emergencies with other members of the department as needed.
13. Performs other duties as assigned.

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. Ability to evaluate, select, oversee, and work with outside contractors.
6. Experience in budgeting and budget management for recurring expenses and capital improvement projects.
7. Able to work autonomously, possessing good planning, supervisory, and time management skills.
8. Ability to understand and respond to the needs of other teams such as hospitality, dining, housekeeping, and grounds.
9. Experience maintaining a schedule of preventive maintenance tasks and work orders, and overseeing their completion (documenting completed tasks, resolved issues, and solutions implemented).
10. Conscious of environmentally sustainable solutions during planning, purchasing, and implementation for projects.
11. Ability to work effectively on a team, maintaining constructive communication.
12. Experience in multicultural work settings and the ability to work with a variety of people.

EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:

1. 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).
2. Familiarity with Quaker faith and practices, and a commitment to learning more and/or a willingness to gain, deepen, and nurture such knowledge.
3. 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. Typical work schedule is 10AM-6PM Tuesday through Saturday. 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: \$44,000-\$46,000 yearly salary (depending on experience) plus benefits including: medical, dental and life insurance, a retirement plan, generous paid vacation days (20), sick days (15), and holidays (11), and the opportunity to take Pendle Hill courses for free. Additional benefits include one meal a day from the Pendle Hill Kitchen (free to staff except for the tax), a 20% employee discount at the Pendle Hill Bookstore, free copies of all Pendle Hill pamphlets upon publication, a beautiful campus with walking trails and fellowship with people from around the world. Full time staff are eligible for competitively priced on-campus housing (depending on availability, and at Pendle Hill's discretion).

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.

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 three items to Hannah Mayer, at hmayer@pendlehill.org, with "Facilities Manager" 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 professional references.

Review of applications will take place on a rolling basis and continue until the position is filled, with an anticipated start date in January of 2022.