



PENDLE HILL

A QUAKER STUDY, RETREAT, AND CONFERENCE CENTER

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October 2014

POSITION: Facilities Manager

REPORTS TO: Director of Finance and Human Resources

SUPERVISES: Maintenance worker, outside contractors

GENERAL SUMMARY: The Facilities Manager works as part of a team that is responsible for the oversight of 24 acres and 20 buildings in suburban Philadelphia. Specifically, s/he both supervises and performs hands-on work, maintaining and improving buildings and equipment in the physical plant. S/he coordinates work orders and the preventative maintenance program, participates in the planning and completion of maintenance projects, and other maintenance activities. S/he has a strong working knowledge of the trades (HVAC, electrical, plumbing, carpentry, roofing, painting, etc.) and provides technical expertise for all physical plant problems.

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 study programs, weekend workshops and retreats, consultations, scholarship opportunities, publications, bookstore, and conference space on our beautiful 24-acre campus.

DUTIES & RESPONSIBILITIES:

1. Responsible for the coordination of work orders, special projects and the preventative maintenance program. Monitors and prioritizes work of the maintenance department.
2. Supervises all staff, volunteers, and contractors in the maintenance department and other people working on maintenance projects.
3. Monitors, helps to create, advises and reports upon, the maintenance budget, including capital expenses.
4. Works with the Director of Operations (safety manager) to ensure safe facilities for staff, guests, and visitors.
5. 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.
6. Coordinates with maintenance team and the Director of Finance of Human Resources in prioritizing short-term work projects, medium-term maintenance and campus improvement projects, and planning for long-range campus improvement projects.

7. Orders parts and materials, maintains inventories, contact lists, and employee files.
8. Performs hands-on maintenance tasks. Oversees outside contractors as necessary.
9. Performs technical trouble shooting for building and equipment problems.
10. Is expected to develop a working knowledge of each building, their various system and maintains records, including warranties and guarantees.
11. Responsible for indoor air quality checklists, and monitoring of building air quality.
12. Understands electronic fire alarm system 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. Interviews and supervises work crews, volunteers, and interns.
16. Serves as a member of the Housing Committee, assigning housing to appropriate 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 variety 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 in maintain a schedule of preventive maintenance tasks and work orders, and overseeing their completion. Documents 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.

TIME EXPECTATIONS:

This is a full-time, exempt position. Residence on the Pendle Hill campus is required, as is the availability to be on-call for emergency situations and/or issues as they arise.

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:

Compensation includes salary plus housing on campus and benefits including medical and dental insurance, retirement, 20 paid vacation days and 10 holidays, and meals while on campus.

NON-DISCRIMINATION POLICY: Pendle Hill encourages the participation of all and seeks to appoint to its staff individuals of diverse backgrounds and to do so without discrimination on the basis of gender, race, color, age, sexual orientation or national origin.

BACKGROUND CHECKS: Pendle Hill will conduct a background check for all positions.

INTERESTED? Please submit a current resume, contact information for **three** references, and a cover letter describing your qualifications (including how you heard about the position) to Sandy Horne at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or shorne@pendlehill.org. Please put **Facilities Manager** and your last name in the email subject line.

Review of applicants will continue until the position is filled, with an anticipated start in November 2014.