

WOOLMAN HILL RETREAT CENTER
MAINTENANCE MANAGER JOB DESCRIPTION
20 hours/week (with 2 weeks vacation)

This staff member is hired and supervised by the Executive Director, with regular employee meetings and performance reviews. This position includes being on call for emergencies related to the physical operation of the facilities. Given the small size of the organization, this role also includes occasionally assuming other duties while other staff members are away.

Job Responsibilities

In coordination with Executive Director and other relevant staff, participates in short- and long-term planning for facilities, grounds and their management (including developing and monitoring maintenance plans, and developing maintenance and capital improvement budgets); and performs routine and periodic maintenance tasks, making improvements to the buildings and grounds, ensuring that they are safe and properly cared for.

- ❖ Monitors, maintains, and improves buildings (including appliances, roofing, siding, painting, plumbing, heating, electrical systems) and grounds (including driveways, parking lots, lawns and fields, woodlands, trails, and trees)
 - Performs or arranges for needed maintenance or repair
 - Selects qualified contractors using objective and explainable criteria, and supervises these contractors and their work, according to established procedures
 - Oversees servicing and repair of tools and equipment, and keeps workshop areas and equipment in good order
 - Oversees purchasing and/or cutting, splitting and storing of firewood
- ❖ Ensures that Town of Deerfield code requirements are met, including safety requirements, licensing processes, certificates of occupancy
- ❖ Maintains the water system, including responding to new regulations
- ❖ In consultation with Executive Director: sets annual maintenance goals and regularly reviews progress on these goals; keeps records and informs Exec Dir of maintenance work performed, scheduled and needed (including priority level and rough timeframe and budget for each task)
- ❖ Monitors maintenance expenses, with careful attention to budget
- ❖ Attends staff meetings and communicates regularly with Executive Director
- ❖ In conjunction with other staff, coordinates and supervises two volunteer workdays per year, and occasional volunteer labor at other times
- ❖ Hosts roughly 15 weekend rentals per year, including greeting, orienting, and being on call

Qualifications

- Mechanical aptitude, with knowledge and skills necessary to perform duties described
- Ability to monitor and keep records of property management
- Good physical condition
- Flexibility and willingness to adapt to a variety of demands
- Ability to track expenses and work with pre-determined budget
- Good communication and people skills
- Welcoming presence for guests
- Comfort with simple living
- Commitment to values consistent with Quaker retreat center

Primary compensation is in the form of housing, with a small cash salary.